

**Branch 1 User Guide**

# **Oracle FLEXCUBE Universal Banking**

Release 14.5.1.0.0

**Part No. F47746-01**

August 2021

## Branch 1 User Guide

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## Contents

<b>1</b>	<b>Preface.....</b>	<b>1</b>
1.1	Introduction.....	1
1.2	Audience .....	1
1.3	Document Accessibility .....	1
1.4	List of Chapters .....	1
1.5	Related Documents.....	1
1.6	Symbols.....	2
1.7	Shortcut Keys .....	2
<b>2</b>	<b>Overview of Servicing .....</b>	<b>3</b>
2.1	Introduction.....	3
2.2	Pre-Requisites.....	3
2.3	Servicing.....	4
2.3.1	Branch Teller Application .....	5
2.3.2	Application Layout.....	7
2.3.3	Salient Features of Servicing .....	12
2.4	Branch Operations .....	17
2.4.1	Open Branch Batch.....	17
2.4.2	Open Vault Batch .....	18
2.4.3	Open Teller Batch .....	20
2.4.4	Current Open Tills .....	21
2.4.5	Branch Breaching Limits .....	23
2.4.6	Till Vault Position.....	26
2.4.7	Teller Totals Position.....	29
2.4.8	Close Teller Batch.....	31
2.4.9	Close Vault Batch.....	33
2.4.10	Close Branch Batch .....	34
2.4.11	Book Shortage.....	36
2.4.12	Book Overage .....	39
2.4.13	Teller Session.....	41
2.5	Till-Vault Operations.....	51
2.5.1	Buy Cash from Currency Chest .....	51
2.5.2	Sell Cash to Currency Chest.....	53
2.5.3	Buy Cash from Vault .....	55
2.5.4	Sell Cash to Vault.....	56
2.5.5	Buy Cash from Till.....	58
2.5.6	Sell Cash to Till .....	60

2.5.7	Denomination Exchange .....	61
2.5.8	Interbranch Transactions .....	63
2.6	Customer Transactions .....	72
2.6.1	Cash Deposit .....	73
2.6.2	Cash Withdrawal .....	77
2.6.3	Cheque Withdrawal .....	79
2.6.4	Foreign Exchange (FX) Sale Against Account.....	82
2.6.5	FX Sale Against Walk-in .....	86
2.6.6	FX Purchase Against Account .....	89
2.6.7	FX Purchase Against Walk-in .....	93
2.6.8	Close Out Withdrawal by Cash .....	97
2.6.9	Close Out Withdrawal .....	100
2.6.10	Safe Deposit Rental By Cash.....	106
2.6.11	RD Payment by Cash.....	109
2.6.12	F23C Tax Payment By Cash.....	112
2.6.13	F24C Tax Payment By Cash.....	117
2.6.14	F23 Tax Payment By Account.....	138
2.6.15	F24 Tax Payment By Account.....	144
2.6.16	Circular Cheque Issue Against Cash .....	167
2.6.17	Circular Cheque Issue Against Account.....	171
2.6.18	MAVs RAVs FRECCIAs Payment by Cash .....	174
2.6.19	MAVs RAVs FRECCIAs Payment by Account.....	182
2.7	Miscellaneous Transactions .....	189
2.7.1	Miscellaneous Customer Debit .....	189
2.7.2	Miscellaneous Customer Credit .....	192
2.7.3	Miscellaneous GL Debit .....	195
2.7.4	Miscellaneous GL Credit .....	198
2.7.5	Miscellaneous GL Transfer .....	201
2.8	Transfers .....	203
2.8.1	Account Transfer .....	204
2.8.2	In-House Cheque Deposit.....	207
2.8.3	Domestic Transfer Against Account.....	209
2.8.4	Domestic Transfer Against Walk-in.....	214
2.8.5	International Transfer Against Account.....	217
2.8.6	International Transfer Against Walk-in.....	222
2.9	Clearing .....	225
2.9.1	Cheque Deposit.....	226
2.9.2	Cheque Return .....	230



2.9.3	Inward Clearing Data Entry .....	232
2.9.4	Outward Clearing Data Entry .....	235
2.10	Remittances .....	239
2.10.1	Bankers Cheque.....	239
2.10.2	Demand Drafts .....	281
2.11	Term Deposit Transactions .....	323
2.11.1	Term Deposit Account Opening .....	323
2.11.2	Term Deposit Redemption Against Cash.....	331
2.11.3	Term Deposit Redemption Against Account .....	335
2.11.4	Term Deposit Top-up against Account.....	339
2.11.5	Term Deposit Top-up against Cash .....	342
2.12	Credit Card Transactions .....	344
2.12.1	Credit Card Advance by Cash.....	345
2.12.2	Credit Card Advance by Transfer.....	349
2.12.3	Credit Card Payment by Cash .....	353
2.12.4	Credit Card Payment (by non-cash modes).....	356
2.12.5	Stop Card Request.....	361
2.13	Loan Transactions.....	363
2.13.1	Loan Disbursement by Cash.....	363
2.13.2	Loan Repayment by Cash.....	366
2.14	Islamic Transactions .....	369
2.14.1	Murabaha Payment By Cash .....	370
2.14.2	Islamic Down Payment By Cash .....	373
2.14.3	Islamic TD Account Opening.....	376
2.15	Session Teller Transactions.....	384
2.15.1	Cash Deposit.....	384
2.15.2	Cash Withdrawal .....	386
2.15.3	FX Sale Against Walk-in .....	387
2.15.4	FX Purchase Against Walk-in .....	390
2.15.5	Loan Repayment by Cash.....	391
2.16	MAV Operations.....	393
2.16.1	Issue of MAVs Maintenance .....	394
2.16.2	Cancellation of MAV Payments.....	397
2.16.3	Batch Processing for Future Dated Payments.....	398
2.16.4	Blocked MAV Numbers Maintenance .....	399
2.16.5	MAV Batch Process .....	401

2.17	Journal Log.....	403
2.17.1	Electronic Journal.....	403
2.17.2	Servicing Journal.....	407
2.18	Customer Service.....	410
2.18.1	Cheque Status Inquiry.....	411
2.18.2	Stop Cheque Request.....	412
2.18.3	Cheque Book Request.....	415
2.18.4	Passbook Issue.....	417
2.18.5	Passbook Update.....	420
2.18.6	Passbook Status Change.....	422
2.18.7	Account Balance Inquiry.....	425
2.18.8	Account Statement Request.....	430
2.18.9	Customer Address Update.....	432
2.18.10	Account Address Update.....	434
2.18.11	Customer Contact Details Update.....	436
2.19	Branch Dashboard.....	438
2.19.1	Cash In Hand.....	439
2.19.2	Till Cash Position.....	440
2.19.3	Inventory in Hand.....	440
2.19.4	My Transaction Status.....	441
2.19.5	Customer Search.....	441
2.19.6	Frequent Customer Operations.....	441
2.19.7	Frequent Branch Operations.....	442
2.19.8	Customer Service Request.....	442
2.19.9	Notifications.....	443
2.19.10	Alerts.....	443
2.19.11	Frequent Links.....	444
2.20	Branch Maintenance.....	444
2.20.1	Teller Branch Parameters.....	446
2.20.2	Branch Role Limits.....	450
2.20.3	Branch User Preferences.....	452
2.20.4	Denominations Maintenance.....	456
2.20.5	Function Code Definition.....	459
2.20.6	Function Code Preferences.....	471
2.20.7	Default Authorizer Maintenance.....	476
2.20.8	Charge Maintenance.....	479
2.20.9	Accounting and Settlements.....	485
2.20.10	Instrument Number Maintenance.....	489

2.20.11	Inter Branch Transit Account Maintenance .....	491
2.20.12	External System Maintenance .....	493
2.20.13	Channel Limits Maintenance .....	498
2.20.14	Account Group Maintenance.....	501
2.20.15	Branch Group Maintenance .....	504
2.20.16	Customer Group Maintenance .....	507
2.20.17	Charge Definition Maintenance.....	510
2.20.18	Create Charge Pricing Maintenance.....	513
2.20.19	View Charge Pricing Maintenance .....	515
2.20.20	Charge Condition Group Maintenance .....	516
2.20.21	Charge Decision Maintenance .....	520
2.20.22	Reject Code Maintenance .....	523
2.20.23	MAV RAV FRECCIA Parameters Maintenance.....	526
<b>3</b>	<b>List Of Glossary .....</b>	<b>530</b>

# 1 Preface

## 1.1 Introduction

This User Guide helps you to familiarize you with the Servicing module of Oracle FLEXCUBE. It gives an overview of the module and explains all the maintenances required for its smooth functioning. It also takes you through the different types of transactions that can be handled through this module.

## 1.2 Audience

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

## 1.3 Document Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## 1.4 List of Chapters

This manual is organized into the following chapters:

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

## 1.5 Related Documents

1. The Branch 2 User Guide

## 1.6 Symbols

The following symbols are used in this guide:

Symbol	Function
→	Represents Results

## 1.7 Shortcut Keys

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

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

## 2 Overview of Servicing

### 2.1 Introduction

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

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

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

### 2.2 Pre-Requisites

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

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

→ The FCUBS **Home screen** is displayed.

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

**NOTE:** Ensure that user has roles for the screen.

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

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

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

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

5. Click **Retail Operations**.

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

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

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

SECURITY\_CONFIG table in PLATO\_SECURITY schema must have the following entries:

INTEGRATION\_ENABLED            {id}        true

INTEGRATION\_CALLBACK\_URL   {id}

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

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

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

## 2.3 Servicing

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

- [2.3.1 Branch Teller Application](#)
- [2.3.2 Navigating through the Application](#)
- [2.3.3 Application Layout](#)
- [2.3.4 Salient Features of Servicing](#)

## 2.3.1 Branch Teller Application

The Servicing module gives an overview of Branch Teller Application that are grouped into the several menus. For more information on menus, refer to [Figure 1: Mega Menu - Teller](#) and [Menu Item – Field Description](#) table.

**Menu Item – Field Description table**

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



<b>Field</b>	<b>Description</b>
<b>Term Deposits</b>	Teller can use to initiate Term Deposit account opening and perform redemption, top up on the existing term deposit accounts.
<b>Credit Card Transactions</b>	Teller can use to perform credit card advance and payment transactions.
<b>Loan Transactions</b>	Teller can use to perform loan disbursement and loan repayment transactions.
<b>Islamic Transactions</b>	Teller can use to perform various Islamic transactions.
<b>Session Teller Transactions</b>	Teller can use to perform financial transactions for Customer accounts in the Teller Session.
<b>MAV Operations</b>	Teller can use to perform the MAV operations.
<b>Journal Log</b>	Teller or Supervisor can use to view the status of transactions performed by them. Also, it allows to resubmit or reject an incomplete transaction, or to reverse a completed transaction.
<b>Customer Service</b>	Teller or Operations Executive can use to maintain customer accounts and ancillary services, and to enquire about customer account balance.
<b>Branch Dashboard</b>	Teller can use the Branch Dashboard to view the cash position, transaction status, alerts, to access the frequently used transaction screens, and to view the alerts and notifications.
<b>Branch Maintenance</b>	Covers a set of definitions maintained to perform the branch based operations, transactions, and services.

Field	Description
<b>Customer/Account Search</b>	Used to query for a specific Customer ID or Customer Account Number.

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

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

## 2.3.2 Application Layout

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

### 2.3.2.1 Main Menu

The Teller Main Menu is a Mega Menu that makes all the menu items visible at once. It is a large panel divided into groups of menu items, which simplifies the navigation. The menu items are grouped based on the type of operation performed. In addition, the **Menu Item Search** can be used to search and select a specific screen from any of the main menu items. The main menus are listed below:

- Branch Operations
- Till-Vault Operations
- Customer Transactions
- Miscellaneous Transactions
- Transfers
- Clearing
- Remittances
- Term Deposit Transactions
- Credit Card Transactions
- Loan Transactions
- Islamic Transactions

- Session Teller Transactions
- MAV Operations
- Journal Log
- Customer Services
- Branch Dashboard
- Branch Maintenance

The main menus are further categorized into specific functions that are represented by menu items in the Mega Menu.

**Figure 1: Mega Menu - Teller**

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

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

- Customer ID
- Customer Name
- Account Number

**Figure 2: Customer Search Widget**



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

→ The **Customer Search** screen is displayed.

**Figure 3: Customer Search Screen**

A screenshot of the Customer Search screen. At the top, there are three input fields labeled 'Customer ID', 'Customer Name', and 'Account Number'. To the right of these fields are two buttons: 'Search' and 'Reset'. Below the input fields is a section titled 'Customer Results'. It contains a table with two columns: 'Customer ID' and 'Customer Name'. The table is empty, and below it, it says 'No data to display.' and 'Page 1 (0 of 0 items)' with navigation arrows. Below this is another section titled 'Account Details'. It contains a table with three columns: 'Account Number', 'Account Name', and 'Account Currency'. This table is also empty, and below it, it says 'No data to display.' and 'Page 1 (0 of 0 items)' with navigation arrows.

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

**Field Description: Customer Search Screen**

Field	Description
<b>Customer ID</b>	Specify the customer ID which the details needs to be queried.

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

### 2.3.2.3 Transaction Area

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

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

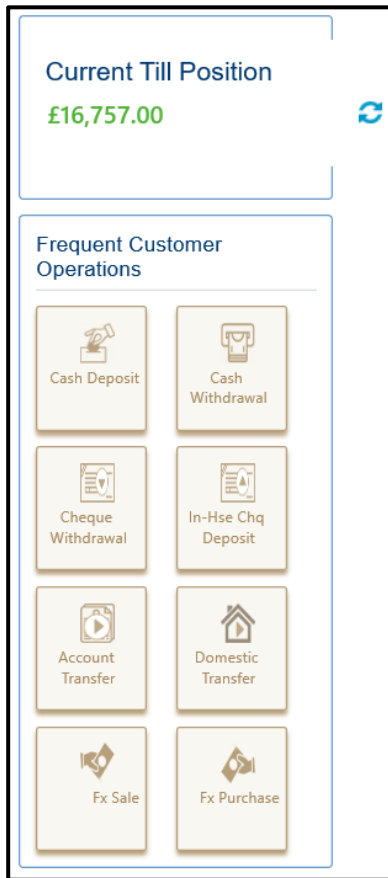
**Figure 4: Transaction Area**

The screenshot displays the 'Teller Transaction' interface. On the left, the 'Cash Deposit' panel includes fields for 'Account Number', 'Transaction Amount' (set to GBP), 'Exchange Rate', 'Total Charge Amount' (GBP0.00), and 'Narrative' (set to 'Cash Deposit'). Below these are expandable sections for 'Charge Details' and 'Denomination'. On the right, the 'Customer Information' widget is active, showing a placeholder for a customer image, the name 'John Smith', and a 'KYC Status' of 'Not Verified'. Below this is a signature area with a 'No Signature data to display' message. Further down, account details are listed: 'Account Name: John Smith', 'Account Branch: 000', 'Account Status: Active', 'Overdraft Limit', 'Actual Balance', and 'Account Balance'. At the bottom right, there are 'Submit' and 'Cancel' buttons. To the right of the main transaction area, a sidebar contains 'Current Till Position' (£1,200.00), an 'Alerts' section with 'No record to display', and 'Frequent Customer Operations'.

### 2.3.2.4 Additional Widgets

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

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

**Figure 5: Additional Widgets**

## 2.3.3 Salient Features of Servicing

### 2.3.3.1 Generating Teller Sequence Number

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

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

### 2.3.3.2 Generation of Advices for Teller Transactions

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

### 2.3.3.3 Transaction Reversal

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

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

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

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

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

### 2.3.3.4 Transaction Rejection

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

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

### 2.3.3.5 UDF and MIS

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



### 2.3.3.6 External API

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

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

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

### 2.3.3.7 Machine Learning

OBREMO uses machine learning to process an email request from a customer automatically. When a customer sends an email request, the requirement is understood using machine learning, and the transaction is processed. Based on pre-defined machine learning in External System Maintenance, the transaction is processed automatically.

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

- If sufficient details are provided in the email request, the transaction will be processed until completion.
- If details are insufficient in the email request to process a transaction, it will be assigned in the Electronic Journal log for user correction. After the assigned user does the correction, the transaction will be processed.

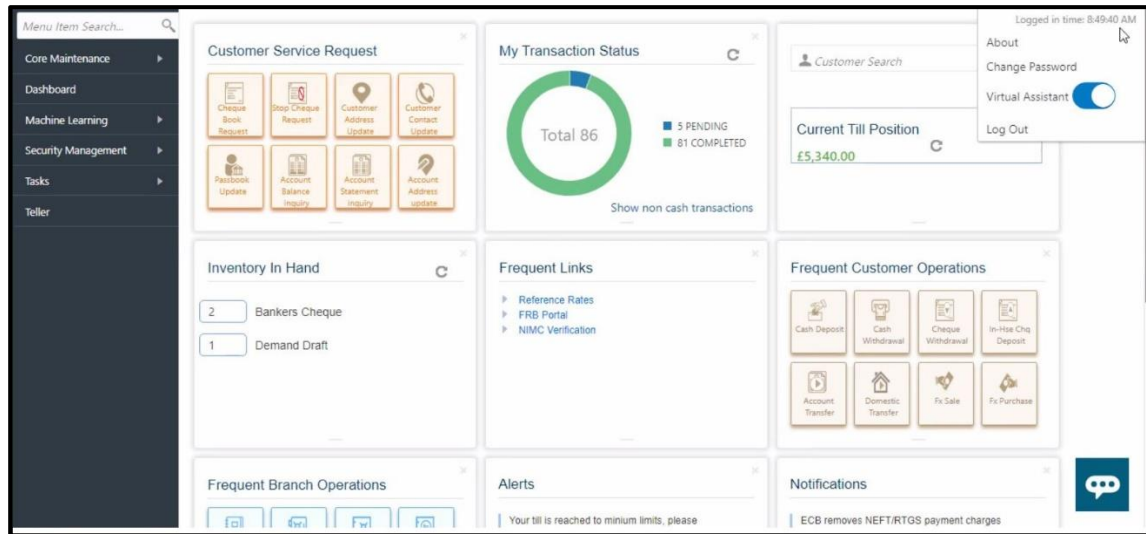
The following conditions apply to the machine learning use case for card block request:

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

### 2.3.3.8 Oracle Digital Assistant

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

**Figure 6: Virtual Assistant**



The Virtual Assistant supports the following use cases:

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

**Figure 7: Use Case with Account Number**

The screenshot shows the 'Teller Transaction' window with a 'Customer Search' bar. The 'Cash Deposit' section is active, displaying fields for 'Account Number' (with a masked value), 'Transaction Amount' (GBP), 'Exchange Rate', 'Account Amount', 'Total Charge Amount' (GBP0.00), and 'Narrative' (Cash Deposit). A 'Charge Details' and 'Denomination' section is also visible. On the right, the 'Customer Information' panel shows a placeholder for a customer image, 'Customer Id, Name' (John Smith), 'KYC Status' (Not Verified), and 'No Signature data to display'. Below this, account details are listed: 'Account Name' (John Smith), 'Account Branch' (000), 'Account Status' (Active), 'Actual Balance', and 'Overdraft Limit' (Account Balance). A chat window on the far right shows a message: 'Cash deposit [masked] Wednesday, November 25, 2020, 8:44:34 AM ✓'.

**Figure 8: Use Case without Account Number**

The screenshot shows the 'Teller Transaction' window with a 'Menu Item Search' bar. The 'Customer Service Request' section is active, displaying a grid of icons for 'Cheque Book Request', 'State Cheque Request', 'Customer Address Update', 'Customer Contact Update', 'Passbook Update', 'Account Balance Inquiry', 'Account Statement Inquiry', and 'Account Address Update'. The 'My Transaction Status' section shows a donut chart with 'Total 86', '5 PENDING', and '81 COMPLETED'. The 'Inventory In Hand' section shows '2 Bankers Cheque' and '1 Demand Draft'. The 'Frequent Links' section lists 'Reference Rates', 'FRB Portal', and 'NIMC Verification'. The 'Frequent Branch Operations' section shows icons for 'Cash', 'Acc', 'Tra', and 'Noti'. The 'Alerts' section shows 'Your till is reached to minium limits, please'. A chat window on the far right shows a message: 'Open my batch Wednesday, November 25, 2020, 8:47:03 AM ✓' and 'Teller batch already open. Wednesday, November 25, 2020, 8:47:10 AM ✓'.

## 2.4 Branch Operations

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

- [2.4.1 Open Branch Batch](#)
- [2.4.2 Open Vault Batch](#)
- [2.4.3 Open Teller Batch](#)
- [2.4.4 Current Open Tills](#)
- [2.4.5 Branch Breaching Limits](#)
- [2.4.6 Till Vault Position](#)
- [2.4.7 Teller Totals Position](#)
- [2.4.8 Close Teller Batch](#)
- [2.4.9 Close Vault Batch](#)
- [2.4.10 Close Branch Batch](#)
- [2.4.11 Book Shortage](#)
- [2.4.12 Book Overage](#)
- [2.4.13 Teller Session](#)

### 2.4.1 Open Branch Batch

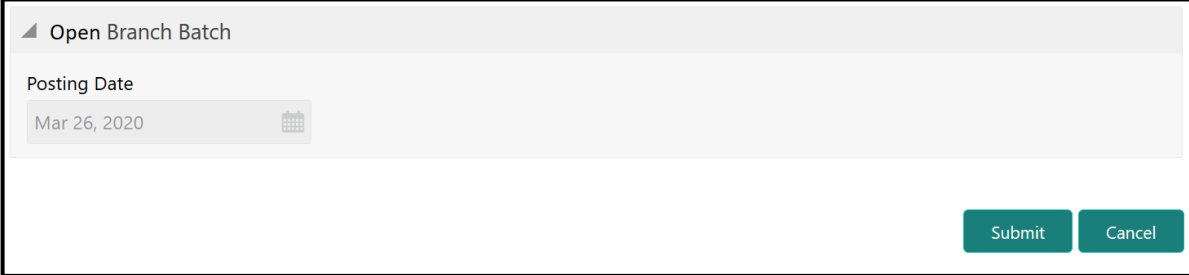
This screen is used to initiate the branch operations for the **Posting Date**. The Supervisor or Branch Manager with necessary access can open this screen. The Teller or Vault Teller can perform the branch operations only after the branch batch is submitted for the posting date. When a branch batch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

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

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

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

**Figure 9: Open Branch Batch**



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

**Field Description: Open Branch Batch**

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

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

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

## 2.4.2 Open Vault Batch

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

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

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

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

**Figure 10: Open Vault Batch**

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

**Field Description: Open Vault Batch**

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

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

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

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

### 2.4.3 Open Teller Batch

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

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

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

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

**Figure 11: Open Teller Batch**

Open Teller Batch

Posting Date  
Mar 26, 2020

	Currency	Total Cash	Cash Available
	GBP		

Submit Cancel

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

**Field Description: Open Teller Batch**

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

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

**NOTE:** System does not allow to open the vault batch if the physical cash entered is not same as the system cash. The system also allows to re-open the Teller batch for the current system date.

## 2.4.4 Current Open Tills

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



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

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

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

**Figure 12: Current Open Tills**

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

Page 1 (1-5 of at least 66 items) K < 1 2 3 4 5 6 ... > X

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

[Field Description: Current Open Tills](#).

**Field Description: Current Open Tills**

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

Field	Description
	<b>NOTE:</b> By default, the system displays the current date.
<b>Refresh</b>	Click this button to refresh the details.
<b>User ID</b>	Displays the list of Tellers or Vault Tellers of the branch.
<b>Vault User</b>	Displays the checkbox if the <b>User ID</b> is a Vault Teller.
<b>User Working</b>	Displays the user working as <b>Y</b> or <b>N</b> .
<b>Pending Transactions</b>	Displays the number of pending transactions for the Teller or Vault Teller.
<b>Assigned Transactions</b>	Displays the number of assigned transactions for the Teller or Vault Teller.

### 2.4.5 Branch Breaching Limits

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Branch Breach Limits**.

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

**Figure 13: Branch Breaching Limits**

Branch Breach Limits

Branch Code

000

Posting Date

Mar 26, 2020

Refresh

Tills Breaching Limit

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

Page 1

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Branch Breaching Limit

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

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

**Field Description: Branch Breaching Limits**

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

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

### 2.4.6 Till Vault Position

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

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

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

→ The **Till Vault Position** screen is displayed.

Figure 14: Till Vault Position

Till Vault Position

Branch Code

000

Teller/Vault ID

XXXXXXXX

Currency Details

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

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

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Denomination Details

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

Page 1 of 3 (1-5 of 15 items)

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Cancel

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

#### Field Description: Till Vault Position

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

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

## 2.4.7 Teller Totals Position

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

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

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

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

**Figure 15: Teller Totals Position**

**Teller Total Position**

Branch Code: 000

Posting Date: Mar 26, 2020

Currency:

Teller ID:

☐ All Till

**Query**

Currency	Teller ID	Opening Balance	Incoming Cash	Outgoing Cash	Closing Balance
No data to display.					

Page 1 (0 of 0 items) < 1 >

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

### Field Description: Teller Totals Position

Field	Description
<b>Branch Code</b>	Displays the logged-in branch.



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

## 2.4.8 Close Teller Batch

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

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

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

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

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

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

**Figure 16: Close Teller Batch**

Currency	Total Cash	Cash Available	Shortage/Overage Amount
GBP			

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

**Field Description: Close Teller Batch**

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

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

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

## 2.4.9 Close Vault Batch

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

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

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

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

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

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

**Figure 17: Close Vault Batch**

Currency	Total Cash	Cash Available
No data to display.		

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

**Field Description: Close Vault Batch**

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

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

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

## 2.4.10 Close Branch Batch

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

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

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

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

**Figure 18: Close Branch Batch**



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

**Field Description: Close Branch Batch**

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

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

## 2.4.11 Book Shortage

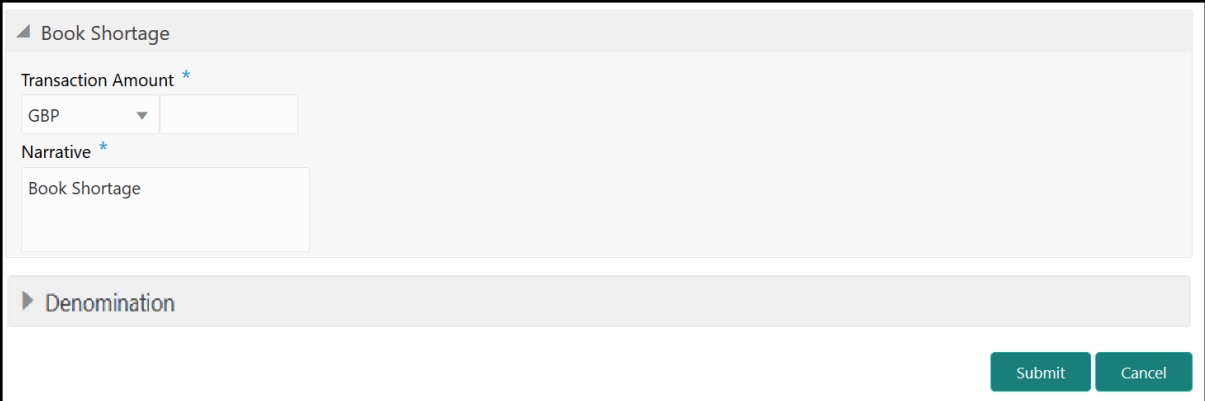
The Teller or Vault Teller can use this screen to book the shortage if the actual or physical cash present is less than the system cash. While booking the shortage, the system lowers the cash balance to bring it in sync with the physical cash balance of the Teller by passing the difference to a cash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

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

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

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

**Figure 19: Book Shortage**



Book Shortage

Transaction Amount \*

GBP

Narrative \*

Book Shortage

Denomination

Submit Cancel

#### 2.4.11.1 Main Transaction Details

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

### Field Description: Book Shortage

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

#### 2.4.11.2 Denomination Details

### Figure 20: Denomination Details

Denomination					
Bills			Coins		
Denom Code	Units	Value	Denom Code	Units	Value
No data to display.			No data to display.		
Total Cash Amount			Denomination Amount		
<div></div>			<div>GBP0.00</div>		

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



**Field Description: Denomination Details**

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

### 2.4.11.3 Transaction Submission

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

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

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

### 2.4.12 Book Overage

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

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

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

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

**Figure 21: Book Overage**

Book Overage

Transaction Amount \*

GBP

Narrative \*

Book Overage

Denomination

Submit Cancel

### 2.4.12.1 Main Transaction Details

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

**Field Description: Book Overage**

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

### 2.4.12.2 Denomination Details

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

### 2.4.12.3 Transaction Submission

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

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

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

## 2.4.13 Teller Session

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

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

### 2.4.13.1 Start Teller Session

The Teller can use this screen start the teller session for a customer. To process this screen, type **Start Teller Session** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Start Teller Session**.

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

**Figure 22: Start Teller**

Start Teller Session

Customer Number \*

Operation Type \*

Customer Name

Incoming Cash Amount \*

Remarks

CIF Details

Submit Cancel

### 2.4.13.1.1 Main Transaction Details

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

**Field Description: Start Teller Session**

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

### 2.4.13.1.2 CIF Details

Figure 23: CIF Details

The screenshot shows a web application window titled "CIF Details". It contains two main sections, each with a table and a pagination control. The first section is for the "Executor CIF" and the second is for the "Beneficial Owner CIF". Both sections currently show "No data to display" and a pagination control with the number "1" in a box, indicating the first page of results. There are also "+" and "-" buttons for each section.

Select	Executor CIF Number	Executor CIF Name
No data to display.		
<div> <span>⏪</span> <span>&lt;</span> <span>1</span> <span>&gt;</span> <span>⏩</span> </div>		

Select	Beneficial Owner CIF Number	Beneficial Owner CIF Name
No data to display.		
<div> <span>⏪</span> <span>&lt;</span> <span>1</span> <span>&gt;</span> <span>⏩</span> </div>		

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

Field Description: CIF Details

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

### 2.4.13.1.3 Transaction Submission

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

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

### 2.4.13.2 Stop Teller Session

The Teller can use this screen to stop the teller session for a customer. To process this screen, type **Stop Teller Session** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Stop Teller Session**.

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

**Figure 24: Stop Teller Session**

Stop Teller Session

Customer Number

Session Id

Incoming Cash Amount

Difference Amount

In/Out

Teller Transaction Details

Teller Session Denomination Details

Submit Cancel

**Stop Teller Session (Italy Specific):****Figure 25: Stop Teller Session**

Stop Teller Session

Customer Number

Session Id

Incoming Cash Amount

Difference Amount

Cash In/Out

Teller Transaction Details

Teller Session Denomination Details

Large Denomination Details

Submit Cancel

**2.4.13.2.1 Main Transaction Details**

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

**Field Description: Stop Teller Session**

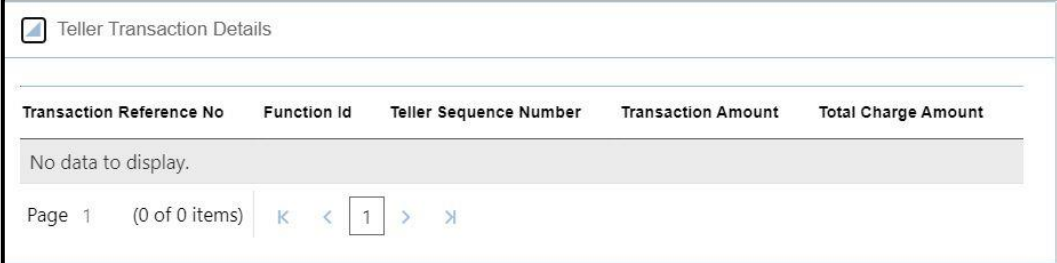
Field	Description
<b>Customer Number</b>	This field will indicate the customer associated with the selected session id. It will be a display field. On launch of stop teller session, its corresponding customer no will be populated here.



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

#### 2.4.13.2.2 Teller Transaction Details

Figure 26: Teller Transaction Details



Transaction Reference No	Function Id	Teller Sequence Number	Transaction Amount	Total Charge Amount
No data to display.				
Page 1 (0 of 0 items) < 1 >				

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

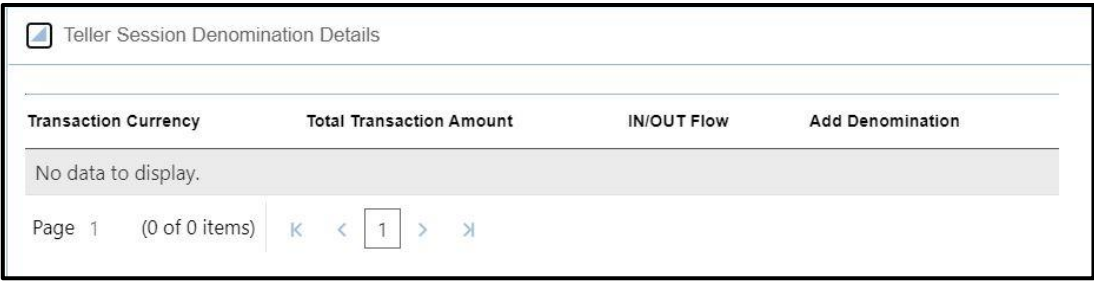
Field Description: Teller Transaction Details

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

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

### 2.4.13.2.3 Teller Session Denomination Details

Figure 27: Teller Session Denomination Details



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

Page 1 (0 of 0 items) < 1 >

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

Field Description: Teller Session Denomination Details

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

Field	Description
<b>Add Denomination</b>	Click <b>Add</b> to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic <a href="#">2.4.11.2 Denomination Details</a> in this guide.

#### 2.4.13.2.4 Large Denomination Details (Italy Specific)

Figure 28: Large Denomination Details

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

Field Description: Large Denomination Details

Field	Description
<b>Teller Internal Notes</b>	Specify the notes related details.
<b>Customers Explanation</b>	Specify the customer's reason for using large denomination notes and their source.

Field	Description
<b>Customers Explanation Code</b>	Input a code classifying the customer's explanation. The adjoining option list displays all the explanation codes maintained in the system. You can choose the appropriate one.
<b>Message</b>	System displays the warning message indicating that the total amount to check is greater than the threshold amount maintained at Teller Branch Parameter screen.
<b>Customer Number</b>	Specify the customer number. The adjoining option list displays all open and authorized the customer number's maintained in the system. You can choose the appropriate one.
<b>Customer Name</b>	The system displays the Customer Name based on the Customer Number.
<b>Exec Cust No</b>	Input the Customer number. The adjoining option list displays all open and authorized Customer number's maintained in the system. You can choose the appropriate one.
<b>Cust Name</b>	This is a display field. Based on the customer number selected, its corresponding customer name will be defaulted here.
<b>Risk Index Gianos</b>	Specify the Risk Index Gianos.
<b>Risk Index Extemporaneous</b>	Specify the Risk Index Extemporaneous.
<b>Risk Code Gianos</b>	Specify the Risk Code Gianos.

Field	Description
<b>Risk Code Extemporaneous</b>	Specify the Risk Code Extemporaneous.
<b>KYC Type Verification</b>	Input the KYC Type Verification. The adjoining option list displays all the KYC type verification values as displayed in customer maintenance (STDCIF) screen. You can choose the appropriate one.

#### 2.4.13.2.5 Transaction Submission

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

## 2.5 Till-Vault Operations

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

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

### 2.5.1 Buy Cash from Currency Chest

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

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

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

→ The **Buy Cash from Currency Chest** screen is displayed.

**Figure 29: Buy Cash from Currency Chest**

### 2.5.1.1 Main Transaction Details

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

#### Field Description: Buy Cash from Currency Chest

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

### 2.5.1.2 Denomination Details

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

### 2.5.1.3 Transaction Submission

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

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

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

## 2.5.2 Sell Cash to Currency Chest

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

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

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

→ The **Sell Cash to Currency Chest** screen is displayed.

**Figure 30: Sell Cash to Currency Chest**

The screenshot displays the 'Sell Cash to Currency Chest Screen'. It features a header bar with the title 'Sell Cash to Currency Chest Screen'. Below the header, there are two main input sections. The first section is labeled 'Total Required Cash' with an asterisk, containing a dropdown menu set to 'GBP' and an adjacent empty text box. The second section is labeled 'Narrative' with an asterisk, containing a text box with the value 'Sell Cash to Currency Chest'. Below these sections is a grey bar labeled 'Denomination' with a right-pointing arrow. At the bottom right of the screen, there are two buttons: 'Submit' and 'Cancel'.



### 2.5.2.1 Main Transaction Details

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

**Field Description: Sell Cash to Currency Chest**

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

### 2.5.2.2 Denomination Details

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

### 2.5.2.3 Transaction Submission

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

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

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

## 2.5.3 Buy Cash from Vault

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

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

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

**Figure 31: Buy Cash from Vault**

### 2.5.3.1 Main Transaction Details

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

**Field Description: Buy Cash from Vault**

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

**2.5.3.2 Denomination Details**

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

**2.5.3.3 Transaction Submission**

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

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

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

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

**2.5.4 Sell Cash to Vault**

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

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

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

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

**Figure 32: Sell Cash to Vault**

#### 2.5.4.1 Main Transaction Details

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

**Field Description: Sell Cash to Vault**

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

### 2.5.4.2 Denomination Details

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

### 2.5.4.3 Transaction Submission

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

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

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

## 2.5.5 Buy Cash from Till

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

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

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

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

**Figure 33: Buy Cash from Till**

### 2.5.5.1 Main Transaction Details

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

**Field Description: Buy Cash from Till**

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

### 2.5.5.2 Denomination Details

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

### 2.5.5.3 Transaction Submission

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

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

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

## 2.5.6 Sell Cash to Till

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

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

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

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

**Figure 34: Sell Cash to Till**

### 2.5.6.1 Main Transaction Details

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

**Field Description: Sell Cash to Till**

Field	Description
<b>Teller ID</b>	Displays the <b>Teller ID</b> from which the cash needs to be transferred.

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

### 2.5.6.2 Denomination Details

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

### 2.5.6.3 Transaction Submission

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

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

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

### 2.5.7 Denomination Exchange

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



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

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

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

**Figure 35: Denomination Exchange**

### 2.5.7.1 Main Transaction Details

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

**Field Description: Denomination Exchange**

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

### 2.5.7.2 Denomination Details

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

### 2.5.7.3 Transaction Submission

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

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

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

## 2.5.8 Interbranch Transactions

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

### Process for Cash Delivery:

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

### Process for Cash Pickup:

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

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

### 2.5.8.1 Interbranch Transaction Request

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

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

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

**Figure 36: Interbranch Transaction Request**

**Interbranch Transaction Request**

Requesting Branch <input type="text" value="000"/>	Requesting Branch Description <input type="text" value="FLEXCUBE UNIVERSAL BANK"/>
To Branch * <input type="text"/>	To Branch Description <input type="text"/>
Request For * <input type="text"/> ▼	Transaction Amount * <input type="text" value="GBP"/> ▼
Request Date * <input type="text" value="Mar 26, 2020"/>	Cash Delivery/Pickup Date * <input type="text"/>
Request Status <input type="text" value="Pending"/> ▼	
Narrative * <input type="text" value="Inter Branch Transaction Request"/>	
▶ Denomination	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

### 2.5.8.1.1 Main Transaction Details

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

**Field Description: Interbranch Transaction Request**

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

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

### 2.5.8.1.2 Denomination Details

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

### 2.5.8.1.3 Transaction Submission

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

### 2.5.8.2 Interbranch Transaction Input

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

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

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

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

**Figure 37: Inter Branch Transaction Input**

### 2.5.8.2.1 Main Transaction Details

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

**Field Description: Inter Branch Transaction Input**

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

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

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

#### 2.5.8.2.2 Denomination Details

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

#### 2.5.8.2.3 Transaction Submission

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

#### 2.5.8.3 Interbranch Transaction Liquidation

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



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

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

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

**Figure 38: Inter Branch Transaction Liquidation**

### 2.5.8.3.1 Main Transaction Details

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

#### Field Description: Inter Branch Transaction Liquidation

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

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

#### 2.5.8.3.2 Denomination Details

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

#### 2.5.8.3.3 Transaction Submission

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

## 2.6 Customer Transactions

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

- [\*2.6.1 Cash Deposit\*](#)
- [\*2.6.2 Cash Withdrawal\*](#)
- [\*2.6.3 Cheque Withdrawal\*](#)
- [\*2.6.4 FX Sale Against Account\*](#)
- [\*2.6.5 FX Sale Against Walk-in\*](#)
- [\*2.6.6 FX Purchase Against Account\*](#)
- [\*2.6.7 FX Purchase Against Walk-in\*](#)
- [\*2.6.8 Close Out Withdrawal by Account\*](#)
- [\*2.6.9 Close Out Withdrawal by Cash\*](#)
- [\*2.6.10 Safe Deposit Rental By Cash\*](#)
- [\*2.6.11 RD Payment by Cash\*](#)
- [\*2.6.12 F23C Tax Payment By Cash\*](#)
- [\*2.6.13 F24C Tax Payment By Cash\*](#)
- [\*2.6.14 F23 Tax Payment By Account\*](#)
- [\*2.6.15 F24 Tax Payment By Account\*](#)
- [\*2.6.16 Circular Cheque Issue Against Cash\*](#)
- [\*2.6.17 Circular Cheque Issue Against Account\*](#)
- [\*2.6.18 MAVs RAVs FRECCIAs Payment by Cash\*](#)
- [\*2.6.19 MAVs RAVs FRECCIAs Payment by Account\*](#)

## 2.6.1 Cash Deposit

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **Cash Deposit**.

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

**Figure 39: Cash Deposit**

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

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

### 2.6.1.1 Main Transaction Details

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

#### Field Description: Cash Deposit

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

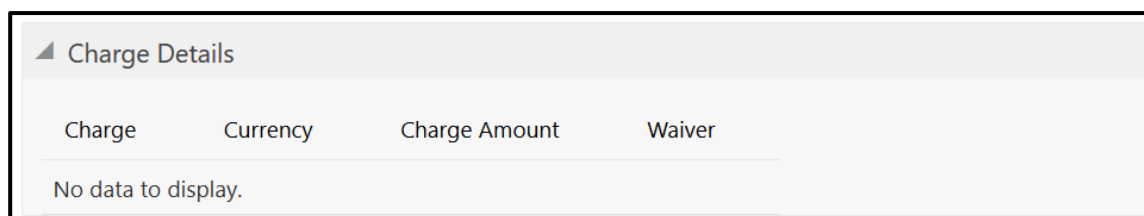
Field	Description
<b>Total Charge Amount</b>	Displays the total charge amount, which is computed by the system in local currency of the branch.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as Y.
<b>Narrative</b>	Displays the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

### 2.6.1.2 Denomination Details

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

### 2.6.1.3 Charge Details

**Figure 40: Charge Details**



Charge Details			
Charge	Currency	Charge Amount	Waiver
No data to display.			

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

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

**Field Description: Charge Details**

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

**2.6.1.4 Transaction Submission**

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

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

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

- If information message is prompted, click **OK** to confirm and complete the transaction.
- If warning message is prompted, system will move the transaction for authorization. Once approved, the transaction is moved to Teller **Electronic Journal** for completion. Refer Authorization Procedures to know more on authorization processing.
- If error message is prompted, the transaction is discarded and do not get saved.

- If you click **Close** or **Cancel** after specifying the transaction details, then the data will not persist.

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

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

## 2.6.2 Cash Withdrawal

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **Cash Withdrawal**.

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

**Figure 41: Cash Withdrawal**

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

- Account Number \***: A text input field.
- Transaction Amount \***: A dropdown menu showing 'GBP' and a text input field.
- Exchange Rate**: A text input field with up and down arrow buttons.
- Account Amount**: A text input field.
- Total Charge Amount**: A text input field showing 'GBP0.00'.
- Narrative \***: A text input field containing 'Cash Withdrawal'.
- Charge Details**: A section header with a right-pointing triangle icon.
- Denomination**: A section header with a right-pointing triangle icon.
- Submit** and **Cancel** buttons: Located at the bottom right of the screen.



### 2.6.2.1 Main Transaction Details

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

**Field Description: Cash Withdrawal**

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

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

### 2.6.2.2 Denomination Details

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

### 2.6.2.3 Charge Details

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

### 2.6.2.4 Transaction Submission

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

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

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

## 2.6.3 Cheque Withdrawal

This screen is used to withdraw cash from CASA account of the customer against the in-house cheque. The withdrawal is subject to availability of sufficient balance or available credit limit. To verify the signature for the transactions, you can click **Verify** button in **Customer Information Widget**. The signature verification is applicable for the transactions, which have the **Signature Verification Required** option selected as Y at the Function Code Preference level.

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **Cheque Withdrawal**.

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

**Figure 42: Cheque Withdrawal**

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

- Account Number \***: A text input field.
- Transaction Amount \***: A dropdown menu showing 'GBP' and a text input field.
- Cheque Number \***: A text input field.
- Cheque Date \***: A date picker showing 'Mar 26, 2020'.
- Exchange Rate**: A text input field with up and down arrow buttons.
- Account Amount**: A text input field.
- Narrative \***: A text input field containing 'Cheque Withdrawal'.
- Charge Details**: A section header with a right-pointing arrow.
- Denomination**: A section header with a right-pointing arrow.
- Submit** and **Cancel**: Two green buttons at the bottom right.

### 2.6.3.1 Main Transaction Details

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

**Field Description: Cheque Withdrawal**

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

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

### 2.6.3.2 Denomination Details

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

### 2.6.3.3 Charge Details

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

### 2.6.3.4 Transaction Submission

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

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

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

## 2.6.4 Foreign Exchange (FX) Sale Against Account

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **FX Sale - Account**.

→ The **FX Sale Against Account** screen is displayed.

**Figure 43: FX Sale Against Account**

**FX Sale Against Account**

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

► Charge Details

► Denomination

### 2.6.4.1 Main Transaction Details

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

**Field Description: FX Sale Against Account**

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

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

### 2.6.4.2 Charge Details

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

### 2.6.4.3 FX Out Denomination Details

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

### 2.6.4.4 Transaction Submission

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

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

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



## 2.6.5 FX Sale Against Walk-in

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **FX Sale - Walk-in**.

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

**Figure 44: FX Sale Against Walk-in**

FX Sale Against Walk-in

Amount Sold \*  
GBP

Beneficiary Name \*

Beneficiary Address1

Beneficiary Address2

Beneficiary Address3

Beneficiary Address4

Identification Number

Amount Received

Narrative \*  
FX Sale Against Walk-in

Currency Received \*

Beneficiary Address1

Beneficiary Address3

Identification Type

Exchange Rate

Total Charge Amount  
GBP0.00

Charge Details

FX In Denomination Details

FX Out Denomination Details

Submit Cancel

### 2.6.5.1 Main Transaction Details

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

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

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

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

### 2.6.5.2 Charge Details

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

### 2.6.5.3 FX Out Denomination Details

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

### 2.6.5.4 FX In Denomination Details

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

### 2.6.5.5 Transaction Submission

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

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

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

### 2.6.6 FX Purchase Against Account

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **FX Purchase - Account**.

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

**Figure 45: FX Purchase Against Account**

**FX Purchase Against Account**

Account Number \*

Amount Bought \*

Beneficiary Name \*

Beneficiary Address 1

Beneficiary Address 2

Beneficiary Address 3

Beneficiary Address 4

Identification Number

Identification Type

Exchange Rate

Amount Paid

Total Charges

Narrative \*

► Charge Details

► Denomination

### 2.6.6.1 Main Transaction Details

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

**Field Description: FX Purchase Against Account**

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

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

### 2.6.6.2 Charge Details

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

### 2.6.6.3 FX In Denomination Details

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

### 2.6.6.4 Transaction Submission

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

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

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

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

## 2.6.7 FX Purchase Against Walk-in

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **FX Purchase - Walk-in**.

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

**Figure 46: FX Purchase Against Walk-in**

The screenshot shows the 'FX Purchase Against Walk-in' screen. It features a form with the following fields and sections:

- Amount Bought \***: A dropdown menu showing 'GBP' and a text input field.
- Currency Paid \***: A search-enabled text input field.
- Beneficiary Name \***: A text input field.
- Beneficiary Address 1**: A text input field.
- Beneficiary Address 2**: A text input field.
- Beneficiary Address 3**: A text input field.
- Beneficiary Address 4**: A text input field.
- Identification Number**: A text input field.
- Identification Type**: A dropdown menu with 'Select' as the current value.
- Exchange Rate**: A text input field with up and down arrow buttons.
- Amount Paid**: A text input field.
- Total Charges**: A text input field showing 'GBP0.00'.
- Narrative \***: A text input field with the pre-filled text 'FX Purchase Against Walk-in'.
- Charge Details**: An expandable section.
- FX In Denomination Details**: An expandable section.
- FX Out Denomination Details**: An expandable section.
- Submit** and **Cancel** buttons at the bottom right.

### 2.6.7.1 Main Transaction Details

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



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

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

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

### 2.6.7.2 Charge Details

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

### 2.6.7.3 FX In Denomination Details

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

### 2.6.7.4 FX Out Denomination Details

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

### 2.6.7.5 Transaction Submission

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

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

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

## 2.6.8 Close Out Withdrawal by Cash

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **Closure - Cash**.

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

**Figure 47: Close Out Withdrawal by Cash**

Close Out Withdrawal by Cash

Customer Account \*

Account Name

Fetch Balance

Account Amount \*

Close Mode \*

Linked Product \*

Transaction Amount \*

GBP

Exchange Rate

Total Charge Amount

Narrative \*

Close Out Withdrawal By Cash

Denomination

Charge Details

Submit Cancel

### 2.6.8.1 Main Transaction Details

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

**Field Description: Close Out Withdrawal by Cash**

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

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

### 2.6.8.2 Charge Details

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

### 2.6.8.3 Denomination Details

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

### 2.6.8.4 Transaction Submission

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

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

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

## 2.6.9 Close Out Withdrawal

This screen is used to initiate an account closure and close the CASA account by dispersing the amount either to account or issuing a bankers cheque. To process this screen, type **Close Out Withdrawal** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **Closure - Account**.

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

**Close Out Withdrawal by Bankers Cheque:**

**Figure 48: Close Out Withdrawal by Bankers Cheque**

The screenshot shows the 'Credit out Withdrawal' form. The form is divided into two main columns of input fields. On the left side, the fields are: Account Number (with a 'Fetch Balance' button), Account Amount, Issue Branch, Instrument Number, Payable Branch, Address Line 1, Address Line 3, Exchange Rate (with up/down arrows), and Narrative (with 'BC Withdrawal' entered). On the right side, the fields are: Close Mode (set to 'Bankers Cheque'), BC Amount (set to 'GBP'), MICR Number, Payee Name, Address Line 2, Address Line 4, and Total Charge Amount. At the bottom of the form, there is a 'Charge Details' section with a right-pointing arrow, and 'Submit' and 'Cancel' buttons.

### 2.6.9.1 Main Transaction Details (Bankers Cheque)

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

#### Field Description: Close Out Withdrawal by Cash

Field	Description
<b>Account Number</b>	Specify the account number for which the account closure to be requested.
<b>Account Amount</b>	Displays the account balance in account currency.
<b>Fetch Balance</b>	Click this icon to fetch the account balance details.
<b>Close Mode</b>	Select the close mode as <b>Bankers Cheque</b> .
<b>Bankers Cheque Details</b>	Specify the fields under this segment.
<b>Issue Branch</b>	Displays the issuing branch of the bankers cheque.
<b>BC Amount</b>	Displays the account currency and account balance. You can also modify the account currency.
<b>Instrument Number</b>	Specify the instrument number.
<b>MICR Number</b>	Specify the MICR number.
<b>Payable Branch</b>	Specify the payable branch.
<b>Payee Name</b>	Specify the payee name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.



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

**Close Out Withdrawal by Account Transfer:****Figure 49: Close Out Withdrawal by Account Transfer**

**Close Out Withdrawal**

Account Number \*  Fetch Balance

Account Amount

Offset Account \*  🔍

Account Name

Exchange Rate  ▼ ▲

Narrative \*

Close Mode \*  ▼

Account Branch

Offset Account Amount

Total Charge Amount

Submit Cancel

**2.6.9.2 Main Transaction Details (Account Transfer)**

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

**Field Description: Close Out Withdrawal by Account Transfer**

Field	Description
<b>Account Number</b>	Specify the account number for which the account closure to be requested.
<b>Account Amount</b>	Displays the account balance in account currency.

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

### 2.6.9.3 Charge Details

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

### 2.6.9.4 Transaction Submission

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

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

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

## 2.6.10 Safe Deposit Rental By Cash

The Teller can use this screen to make payment for the safe deposit locker of the customer. To process this screen, type **Safe Deposit Rental By Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transactions**, click **Safe Deposit Rental By Cash**.

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

**Figure 50: Safe Deposit Rental By Cash**

Safe Deposit Rental By Cash

Deposit Locker \*

Rental Amount \*

Exchange Rate

1.00

Account Amount

Total Charge Amount

GBP0.00

Narrative \*

Safe Deposit Rental by Cash

Denomination

Submit Cancel

### 2.6.10.1 Main Transaction Details

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Safe Deposit Rental By Cash](#).

**Field Description: Safe Deposit Rental By Cash**

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

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

### 2.6.10.2 Denomination Details

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

### 2.6.10.3 Transaction Submission

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

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

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the system will handoff the details to UBS system to create 'Payment' transaction in SD module. After the handoff status is success in the OBREMO, the system will update the transaction status as **Completed** and update the Till cash position (by increasing the till balance).

## 2.6.11 RD Payment by Cash

This screen is used to make payment against the Recurring Deposit (RD) account of the customer. To process this screen, type **RD Payment – Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **RD Payment – Cash**.

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

**Figure 51: Recurring Deposit Payment by Cash**

Recurring Deposit Payment by Cash

RD Account \*

Transaction Amount \*

Exchange Rate

1.00

Account Amount

Total Charge Amount

GBP0.00

Narrative \*

RD Payment By Cash

Charge Details

Denomination

Submit Cancel

### 2.6.11.1 Main Transaction Details

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



**Field Description: Recurring Deposit Payment by Cash**

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

### 2.6.11.2 Denomination Details

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

### 2.6.11.3 Charge Details

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

### 2.6.11.4 Transaction Submission

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

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

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

## 2.6.12 F23C Tax Payment By Cash

This screen is used to capture data related to F23C tax document for a customer and collect the corresponding tax by cash from the customer. To process this screen, type **F23C Tax Payment - Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **F23C Tax Payment - Cash**.

→ The **F23C Tax Payment By Cash** screen is displayed.

**Figure 52: F23C Tax Payment By Cash Screen**

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

- Reference Number Type \***: A dropdown menu with 'Reference Number Available' selected.
- Reference Number Available**: A section containing:
  - Reference Number**: A text input field.
  - Office or Institute Sub Code**: A text input field.
  - Office or Institute Code**: A text input field.
  - Litigation**: A text input field.
- Additional Details**: A section containing:
  - Total Tax Amount \***: A text input field.
  - Total Charge**: A text input field with a currency symbol (GBP) and a value of 0.00.
  - Narrative \***: A text input field with the text 'F23 Tax by Cash'.
  - Exchange Rate**: A text input field with a value of 1.00 and up/down arrows.
  - Payment Amount \***: A text input field.
- Payment Data Details**: A section with a right-pointing arrow.
- Charge Details**: A section with a right-pointing arrow.
- Denomination**: A section with a right-pointing arrow.
- Buttons**: 'Submit' and 'Cancel' buttons at the bottom right.

### 2.6.12.1 Main Transaction Details

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

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

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

### 2.6.12.2 Payment Data Details

Figure 53: Payment Data Details

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

Field Description: Payment Data Details

Field	Description
<b>Tax Code</b>	Specify the Tax Code.
<b>Amount</b>	Specify the tax amount.
<b>Beneficiary Code</b>	Specify the beneficiary institute code.

### 2.6.12.3 Charge Details

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

### 2.6.12.4 Denomination Details

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

### 2.6.12.5 Transaction Submission

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

Accounting entries posted for the payment amount:

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

Accounting entries posted for the charge amount:

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

### 2.6.12.6 Validations

The following validations are performed by the system:

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

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

Once Pickup is completed, do the following step:

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

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction submission, the deposit of tax amount is completed successfully.

## 2.6.13 F24C Tax Payment By Cash

This screen is used to capture data related to F24C tax document for a customer and collect the corresponding tax by cash from the customer. To process this screen, type **F24C Tax Payment - Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **F24C Tax Payment - Cash**.

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

**Figure 54: F24C Payment Details Screen**

### 2.6.13.1 Main Transaction Details

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: F24C Payment Details](#).

**Field Description: F24C Payment Details**

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



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

### 2.6.13.2 F24 Tax - By Cash (Standard)

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

#### 2.6.13.2.1 F24 Standard Details

Figure 55: F24 Standard Details

The screenshot shows a web form titled "F24 Tax - By Cash". At the top, there is a "Form Type" dropdown menu set to "Standard". Below this, the "F24 Standard" section contains several input fields:

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

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

#### Field Description: F24 Standard

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

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

### 2.6.13.2.2 ERARIO Details

Figure 56: ERARIO Details

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

#### Field Description: ERARIO Details

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

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

### 2.6.13.2.3 INPS Details

Figure 57: INPS Details

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

#### Field Description: INPS Details

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

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

#### 2.6.13.2.4 REGIONI Details

Figure 58: REGIONI Details

The screenshot shows the 'REGIONI' form. At the top right are '+' and '-' icons. Below them is a table with the following columns: Region Code, Tax Code, Instalment, Year, Debit Amount, and Credit Amount. The table is currently empty, with the text 'No data to display.' centered. Above the table are navigation icons: 'K', '<', '1', '>', and 'X'. Below the table are three summary fields: 'Total Debit Amount (E)', 'Total Credit Amount (F)', and 'Final Section Amount (E - F)'. Each field has a corresponding input box. At the bottom left is a 'C' icon.

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

#### Field Description: REGIONI Details

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

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

### 2.6.13.2.5 IMU E ALTRI ENTI LOCALI Details

Figure 59: IMU E ALTRI ENTI LOCALI Details

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

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

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

### 2.6.13.2.6 INAIL Details

Figure 60: INAIL Details

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

Field Description: INAIL Details

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



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

### 2.6.13.2.7 ALTRI ENTI Details

Figure 61: ALTRI ENTI Details

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

Field Description: ALTRI ENTI Details

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

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

### 2.6.13.2.8 ACCISE Details

Figure 62: ACCISE Details

ACCISE

Institution	Province	Tax Code	Company Identification	Instalment	Period/ Month	Period/ Year	Debit Amount
No data to display.							

K < 1 > X

Office Code

Document Code

Total Debit Amount (O)

Final Section Amount

C

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

**Field Description: ACCISE Details**

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

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

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

**Figure 63: F24 Simplified**

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

**Field Description: F24 Simplified**

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

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

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

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

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

**Figure 64: F24 Elide Details**

The screenshot shows the 'F24 Tax - By Cash' form. The 'Form Type' is set to 'Elide'. Under 'F24 Elide', there are fields for 'Elaboration Date' (Mar 26, 2020), 'Secondary Fiscal Code', 'Total Final Payment', 'Erario Institution', and 'Tax Details'. The 'Tax Details' section contains a table with columns: 'Type Of Vehicle/Element', 'Vehicle/Element ID', 'Tax Code', 'Year', and 'Debit Amount'. Below the table, there are fields for 'Office Code', 'Document Code', 'Principal Fiscal Code', 'Identity code secondary fiscal code', 'Total Debit Amount', and 'Final Section Amount'. A footer note states: 'Please click on the Refresh button next to Tax amount before Submit'.

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

**Field Description: F24 Elide**

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

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



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

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

**Figure 65: F24 Predefined Details**

The screenshot shows the 'F24 Tax - By Cash' form. At the top, 'Form Type' is set to 'Predefined'. Below this, the 'F24 Predefined' section contains 'Elaboration Date' (Mar 26, 2020), 'Secondary Fiscal Code', 'Principal Fiscal Code' (marked with an asterisk), and 'Identity code secondary fiscal code'. The 'Total Final Payment' field is also present. The 'Final Payment Fields' section includes 'Erario Institution'. The 'Tax Details' section features a table with columns 'Payment ID' and 'Amount to Pay', currently showing 'No data to display.' and a pagination control. At the bottom, there are fields for 'Total Debit Amount' and 'Final Section Amount'.

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

**Field Description: F24 Predefined**

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

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

### 2.6.13.6 Transaction Submission

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

Accounting entries posted for the payment amount:

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

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

Accounting entries posted for the charge amount:

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

### 2.6.13.7 Validations

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

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

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

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

Once Pickup is completed, do the following step:

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

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction submission, the deposit of tax amount is completed successfully.

## 2.6.14 F23 Tax Payment By Account

This screen is used to capture data related to F23 tax document for a customer and collect the corresponding tax by cash from the customer. To process this screen, type **F23 Tax Payment By Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **F23 Tax Payment By Account**.

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

**Figure 66: F23A Tax Payment By Account**

**F23 Tax Payment By Account**

Reference Number Type \*  
Reference Number Available

**Reference Number Available**

Reference Number

Office or Institute Sub Code

Office or Institute Code

Litigation

**Additional Details**

Total Tax Amount \*

Total Charge  
GBP0.00

Narrative \*  
F23 Tax by Account

Exchange Rate  
1.00

Payment Amount \*

▶ Account Details

▶ Payment Data Details

▶ Charge Details

Submit Cancel

### 2.6.14.1 Main Transaction Details

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

**Field Description: F23 Tax Payment By Account**

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

## 2.6.14.2 Account Details

Figure 67: Account Details

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

- Account Number**: A text input field with a red asterisk indicating it is required.
- Branch**: A text input field.
- Account Description**: A text input field.
- Account Amount**: A text input field.
- Net Amount**: A text input field.

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

Field Description: Account Details

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

### 2.6.14.3 Payment Data Details

Figure 68: Payment Data Details

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

Field Description: Payment Data Details

Field	Description
<b>Tax Code</b>	Specify the Tax Code.
<b>Amount</b>	Specify the tax amount.
<b>Beneficiary Code</b>	Specify the beneficiary institute code.

### 2.6.14.4 Charge Details

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



### 2.6.14.5 Transaction Submission

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

If the **Reference Number** is not specified, the relevant fields are displayed for input in the section **Reference Number Not Available**. Once you specify the Payment Details and click **Refresh**, the system posts the following accounting entries on save and authorization of the record:

Accounting entries posted for the payment amount:

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

Accounting entries posted for the charge amount:

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

### 2.6.14.6 Validations

The following validations are performed by the system:

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

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

Once Pickup is completed, do the following step:

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

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction submission, the deposit of tax amount is completed successfully.

## 2.6.15 F24 Tax Payment By Account

This screen is used to capture data related to F24 tax document for a customer and collect the corresponding tax by account from the customer. To process this screen, type **F24 Tax Payment By Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **F24 Tax Payment By Account**.

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

**Figure 69: F24 Tax Payment By Account**

F24 Tax Payment By Account

Total Tax Amount

Narrative

Total Charge

Payment Amount

▶ Account Details

▶ F24 Tax By Account

▶ Charge Details

Submit Cancel

### 2.6.15.1 Main Transaction Details

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: F24 Tax Payment By Account](#).

**Field Description: F24 Tax Payment By Account**

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

### 2.6.15.2 Account Details

**Figure 70: Account Details**

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

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

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

**Field Description: Account Details**

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

### 2.6.15.3 F24 Tax By Account (Standard)

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

#### 2.6.15.3.1 F24 Standard Details

**Figure 71: F24 Standard Details**

The screenshot shows the 'F24 Tax By Account' form. The 'Form Type' is set to 'Standard'. The 'F24 Standard' section contains the following fields:

- Elaboration Date:** Mar 26, 2020 (with a calendar icon)
- Secondary Fiscal Code:** (empty text box)
- Total Final Payment:** (empty text box)
- Final Payment Fields:**
  - Erario Institution:** (empty text box)
  - Region Institution:** (empty text box)
  - Inail Institution:** (empty text box)
  - Accise:** (empty text box)
  - Principal Fiscal Code \*:** (empty text box)
  - Identity code secondary fiscal code:** (empty text box)
  - Different Tax Year:** (empty text box)
  - INPS Institution:** (empty text box)
  - Local Institution:** (empty text box)
  - Other Institution:** (empty text box)

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

**Field Description: F24 Standard**

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

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

### 2.6.15.3.2 ERARIO Details

Figure 72: ERARIO Details

The screenshot shows the 'ERARIO' form interface. At the top, there's a title bar with a '+' icon and a '-' icon. Below it is a table with five columns: 'Tax Code', 'Instal.Reg/ Prov', 'Year', 'Debit Amount', and 'Credit Amount'. A message 'No data to display.' is displayed below the table. Below the table, there are several input fields: 'Office Code', 'Document Code', 'Total Debit Amount (A)', 'Total Credit Amount (B)', and 'Final Section Amount (A - B)'. A small 'C' icon is located at the bottom left of the form.

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

#### Field Description: ERARIO Details

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



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

### 2.6.15.3.3 INPS Details

Figure 73: INPS Details

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

Field Description: INPS Details

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

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

### 2.6.15.3.4 REGIONI Details

Figure 74: REGIONI Details

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

#### Field Description: REGIONI Details

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

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

### 2.6.15.3.5 IMU E ALTRI ENTI LOCALI Details

Figure 75: IMU E ALTRI ENTI LOCALI Details

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

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

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

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

### 2.6.15.3.6 INAIL Details

Figure 76: INAIL Details

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

Field Description: INAIL Details

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

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

### 2.6.15.3.7 ALTRI ENTI Details

Figure 77: ALTRI ENTI Details

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

Field Description: ALTRI ENTI Details

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

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

### 2.6.15.3.8 ACCISE Details

Figure 78: ACCISE Details

ACCISE

+

-

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

K < 1 > X

Office Code

Document Code

Total Debit Amount (O)

Final Section Amount

C

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



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

#### Field Description: ACCISE Details

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

### 2.6.15.4 F24 Tax - By Account (Simplified)

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

**Figure 79: F24 Simplified**

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

**Field Description: F24 Simplified**

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

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

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

### 2.6.15.5 F24 Tax - By Account (Elide)

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

**Figure 80: F24 Elide Details**

The screenshot shows the 'F24 Tax By Account' form with the 'Elide' form type selected. The 'F24 Elide' section contains fields for 'Elaboration Date' (Mar 26, 2020), 'Secondary Fiscal Code', 'Total Final Payment', 'Final Payment Fields', and 'Erario Institution'. The 'Tax Details' section is a table with columns: Type Of Vehicle/Element, Vehicle/Element ID, Tax Code, Year, and Debit Amount. Below the table, there are fields for 'Office Code', 'Document Code', 'Total Debit Amount', and 'Final Section Amount'. A footer note states: 'Please click on the Refresh button next to Tax amount before Submit'.

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

**Field Description: F24 Elide**

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

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

### 2.6.15.6 F24 Tax - By Account (Predefined)

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

**Figure 81: F24 Predefined Details**

The screenshot displays the 'F24 Tax By Account' form. At the top, there is a 'Form Type' dropdown menu set to 'Predefined'. Below this, the 'F24 Predefined' section contains several input fields: 'Elaboration Date' (showing 'Mar 26, 2020'), 'Principal Fiscal Code' (marked with an asterisk), 'Secondary Fiscal Code', 'Identity code secondary fiscal code', 'Total Final Payment', and 'Final Payment Fields' (including 'Erario Institution'). A 'Tax Details' section at the bottom features a table with columns for 'Payment ID' and 'Amount to Pay', currently showing 'No data to display.' with a pagination control. At the very bottom, there are fields for 'Total Debit Amount' and 'Final Section Amount', along with a 'Refresh' button icon. A footer note states: 'Please click on the Refresh button next to Tax amount before Submit'.

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

**Field Description: F24 Predefined**

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

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

### 2.6.15.7 Transaction Submission

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



Accounting entries posted for the payment amount:

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

Accounting entries posted for the charge amount:

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

### 2.6.15.8 Validations

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

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

- up to a maximum of 3 rows in the **ALTRI ENTI** multi record block.
- up to a maximum of 7 rows in the **ACCISE** multi record block.
- In **F24 Simplified** tab up to a maximum of 10 rows in the **Tax Details** multi record block.
- In **F24 Elide** tab up to a maximum of 28 rows in the **Tax Details** multi record block.
- In **F24 Predefined** tab up to a maximum of 1 row in the **Tax Details** multi record block.

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

Once Pickup is completed, do the following step:

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

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

## 2.6.16 Circular Cheque Issue Against Cash

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **Circular Cheque Issue Against Cash**.

→ The **Circular Cheque Issue Against Cash** screen is displayed.

**Figure 82: Circular Cheque Issue Against Cash**

**Circular Cheque Issue Against Cash**

Circular Cheque Currency & Amount *	Instrument Number
Beneficiary Name *	Purchaser Name
Transaction Currency & Amount *	Exchange Rate
Transferable	Narrative
Total Charges Amount	CC Issued In Favour Of
	Total Payment Amount

▶ Charge Details

▶ Denomination Details

Submit Cancel

### 2.6.16.1 Main Transaction Details

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

**Field Description: Circular Cheque Issue Against Cash**

<b>Field</b>	<b>Description</b>
<b>Circular Cheque Currency Account &amp; Amount</b>	<p>Specify the currency in which the circular cheque is to be issued. The adjoining option displays all valid open and authorized currency codes maintained in the system. You can select the appropriate one. Note that if the cheque currency is different from the Maximum Amount Currency, then the exchange rate maintained between the two currencies as on the date of issue will be used for conversion. The rate type and rate code maintained at the product level will be used for the conversion.</p> <p>For Amount, you can specify the amount for which the circular cheque has to be issued and this amount will be in the specified Cheque Currency.</p>
<b>Instrument Number</b>	Specify the name of the Instrument Number.
<b>Beneficiary Name</b>	Specify the name of the beneficiary of the circular cheque.
<b>Purchaser Name</b>	Specify the name of the purchaser.
<b>Transaction Currency &amp; Amount</b>	<p>Specify the currency in which advance transaction is initiated. Alternatively, you can select the transaction currency code from the option list. The list displays all valid transaction currencies maintained in the system.</p> <p>For Amount, you can specify the transaction amount for which the circular cheque has been issued and this amount will be in the specified transaction Currency.</p>
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified.

Field	Description
	<b>NOTE:</b> If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.
<b>Transferrable</b>	<p>Check this box to indicate that the circular cheque should be issued as a transferable cheque. If this box is not checked, then the system will waive the stamp duty charge as maintained in the <b>ARC Maintenance</b> screen.</p> <p>If the <b>Transferable</b> box is checked, the system will validate the cheque amount against the <b>Maximum Amount</b> value specified at the Bank Parameters level. If the cheque amount is greater than the Maximum Amount maintained, then the system will display an appropriate error message.</p>
<b>Narrative</b>	Displays the default narrative <b>CC Issued In Favour Of</b> and it can be modified.
<b>Total Charges</b>	The system computes the charges applicable for the transaction and displays it here. If you modify the amount to be transferred, then click <b>Recalc</b> button to recalculate the charge amount.
<b>Total Payment Amount</b>	Displays the total amount for which the circular cheque has been issued and this amount will be in the specified Cheque Currency.

### 2.6.16.2 Denomination Details

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

### 2.6.16.3 Charge Details

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

#### 2.6.16.4 Validations

The following validations are performed by the system:

When you click the **Pickup** button, the system will check the following and displays an error message.

- Availability of Circular Cheque instrument in the requested Cheque Currency in the **Denominations Maintenance Screen**.
- Any stock, which is available with an amount range in which the requested Cheque Amount falls.
- Any stock which has been maintained with Denomination Value greater than or equal to the requested cheque amount and if enough units are available for that stock.
- If the above conditions are not met, the system will display an error message.

Once Pickup is completed, do the following step:

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

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

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction submission, the circular cheque is issued successfully.

#### 2.6.17 Circular Cheque Issue Against Account

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **Circular Cheque Issue Against Account**.

→ The **Circular Cheque Issue Against Account** screen is displayed.

**Figure 83: Circular Cheque Issue Against Account**

### 2.6.17.1 Main Transaction Details

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

**Field Description: Circular Cheque Issue Against Account**

Field	Description
<b>Circular Cheque Currency Account &amp; Amount</b>	This field will indicate the amount in the debit account currency.
<b>Instrument Number</b>	Specify the name of the Instrument Number.

Field	Description
<b>Beneficiary Name</b>	Specify the name of the beneficiary of the circular cheque.
<b>Purchaser Name</b>	Specify the name of the purchaser.
<b>Debit Account Branch</b>	Displays the branch code for the account selected.
<b>Debit Account Number</b>	Specify the account to be debited from the list displayed.
<b>Debit Account Description</b>	Displays the description of the debit account selected.
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.</p>
<b>Debit Account Currency &amp; Amount</b>	This field will indicate the currency and the amount computed in debit account currency.
<b>Transferrable</b>	<p>Check this box to indicate that the circular cheque should be issued as a transferable cheque. If this box is not checked, then the system will waive the stamp duty charge as maintained in the <b>ARC Maintenance</b> screen.</p> <p>If the <b>Transferable</b> box is checked, the system will validate the cheque amount against the <b>Maximum Amount</b> value specified at the Bank Parameters level. If the cheque amount is greater than the Maximum Amount maintained, then the system will display an appropriate error message.</p>
<b>Narrative</b>	Displays the default narrative <b>CC Issued In Favour Of</b> and it can be modified.



Field	Description
<b>Total Charges Amount</b>	The system computes the charges applicable for the transaction and displays it here.
<b>Total Payment Amount</b>	Displays the total amount for which the circular cheque has been issued and this amount will be in the specified Cheque Currency.

### 2.6.17.2 Charge Details

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

### 2.6.17.3 Validations

The following validations are performed by the system:

When you click the **Pickup** button, the system will check the following and displays an error message.

- Availability of Circular Cheque instrument in the requested Cheque Currency in the **Denominations Maintenance Screen**.
- Any stock, which is available with an amount range in which the requested Cheque Amount falls.
- Any stock which has been maintained with Denomination Value greater than or equal to the requested cheque amount and if enough units are available for that stock.

If the above conditions are not met, the system will display an error message. Once Pickup is completed, do the following step:

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

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

## 2.6.18 MAVs RAVs FRECCIAs Payment by Cash

This screen is used to receive payments of MAVs, RAVs and FRECCIAs in cash. To process this screen, type **MAV RAV FRECCIA Payment by Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **MAVs RAVs FRECCIAs Payment by Cash**.

→ The **MAV RAV FRECCIA Payment by Cash** screen is displayed.

**Figure 84 MAVs RAVs FRECCIAs Payment by Cash**

### 2.6.18.1 Main Transaction Details

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

*Field Description: MAVs RAVs FRECCIAs Payment by Cash*

#### Field Description: MAVs RAVs FRECCIAs Payment by Cash

Field	Description
<b>Transaction Type</b>	<p>Select the transaction type from the adjoining drop-down list. The drop-down list shows following options:</p> <ul style="list-style-type: none"> <li>• <b>MAV Payment</b></li> <li>• <b>RAV Payment</b></li> <li>• <b>FRECCIA Payment</b></li> </ul>

Field	Description
<b>Payment Amount</b>	Select the currency and specify the amount for which payment is being received on the MAV, RAV or FRECCIA.
<b>Payment Registration Date</b>	System defaults current Branch Date. <b>NOTE:</b> For Cash, system defaults the current branch date.
<b>Narrative</b>	Displays the default narrative <b>MAV/RAV/FRECCIA Receipt of Payment-By Account</b> and it can be modified.
<b>MAV/ RAV Details</b>	Specify the fields.
<b>MAV/ RAV ID</b>	Specify the MAV or RAV ID for which the payment is being received. If the Payment Type is <b>On Us</b> , the adjoining option list displays all the authorized, processed, active and cancelled MAV IDs available in the system. You can choose the appropriate one.  If the Payment Type is <b>Off Us</b> , you can specify any valid MAV or RAV ID. The system does not validate the value specified against the LOV.
<b>Debtor Details</b>	Specify the fields.
<b>Debtor Name</b>	Specify the name of the debtor.
<b>Debtor City</b>	Specify the city of the debtor.
<b>Debtor Address</b>	Specify the address of the debtor.
<b>Debtor Zip Code</b>	Specify the zip code of the debtor address.
<b>Beneficiary Details</b>	Specify the fields.

Field	Description
<b>Branch Code &amp; Account Number / Off UsGL</b>	Displays the Branch Code & Account Number / Off UsGL.
<b>Beneficiary Account Description</b>	Displays the Account Description.
<b>Net Account Amount</b>	Displays the amount paid by the customer.  <b>NOTE:</b> The currency of the amount paid is defaulted from received currency.
<b>Exchange Rate</b>	Displays the exchange rate based on the Account Currency and Offset Account Currency.
<b>Additional Details</b>	Specify the fields.
<b>Payment Type</b>	Displays the payment type as On Us or Off Us.
<b>Total Charges</b>	Displays the total charges.  <b>NOTE:</b> The currency of the amount paid is defaulted from received currency.
<b>Total Payment amount</b>	Displays the total amount paid.
<b>FRECCIA Details</b>	Specify the fields.
<b>IBAN of Beneficiary</b>	Specify the IBAN of the beneficiary for the FRECCIA payment. This is applicable only for receipt of payments for FRECCIA.
<b>Amount CIN</b>	Specify a single-digit value for the CIN value of the payment amount value.

Field	Description
<b>Bill Number</b>	Specify the bill number for the FRECCIA payment. This is applicable only for receipt of payments for FRECCIA.
<b>Intermediate CIN</b>	Specify a single-digit value for the intermediate CIN value.
<b>Total CIN</b>	Specify a single-digit value for the total CIN value.
<b>Pre-filled Bill Flag</b>	Check this box if it is a pre-filled bill.

### 2.6.18.2 Charge Details

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

### 2.6.18.3 Denomination Details

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

#### 2.6.18.4 Transaction Submission

The system processes receipt of payments depending on the transaction.

When you click the **Submit** icon, the system will perform certain checks for the ID specified. If you are performing an MAV payment, it checks the **MAV ID**. If it is a valid ID in the system, it checks that the Payment amount specified matches the amount specified for this MAV in the **Issue of MAVs** screen. If it matches, the payment is identified as an **On Us** MAV payment. If there is no match, the system displays an appropriate error message. If the MAV ID has not been maintained in the system, the system will extract the internal ID number value in the MAV ID and check if this value has been blocked (in the **Blocked MAV Numbers** screen). If yes, system will identify the payment as an **On Us** MAV payment.

If internal ID number does not exist in the blocked list then, the system first validates the last 3 digits in the MAV ID using the CIN modulo 10 and CIN module 93 algorithms. If these values are not valid, the system displays an appropriate error message. It will then extract the ABI code in the entered MAV ID (the first 5 characters) and validate it against all the authorized and open bank codes maintained in **ABI Maintenance** screen. If the ABI code exists in this list, the payment is identified as an **Off Us** MAV payment. Else, the system displays an appropriate error message. If none of the conditions specified so far are met, the system displays an appropriate error message.

If you are performing an RAV payment, the system validates the RAV ID. It checks the last three digits using CIN modulo 10 and CIN module 93 algorithms. If these values are not valid, the system displays an appropriate error message. It will then extract the ABI code in the specified RAV ID (the first 5 digits + 80000) and validate it against all the authorized and open bank codes maintained in **ABI Maintenance** screen. If the ABI code does not exist in this list, the system displays an appropriate error message.

For FRECCIA payment receipts, the system picks the ABI/Bank Code from the IBAN of the Beneficiary. If the bank code belongs to the bank, it checks if the IBAN number specified exists internally. If it exists, the system identifies the current payment as an **On-Us** FRECCIA payment; if it does not exist, the system displays an appropriate error message. If the bank code does not belong to the bank, the system validates it against all the authorized and open bank codes maintained in **ABI Maintenance** screen. If it is found, the system considers the current payment as an **Off-Us** FRECCIA payment. If it is not found, the system displays an appropriate error message.

After the validation of the MAV ID or RAV ID or FRECCIA ID, the system validates the combination of the fields **Amount CIN**, **Bill Number**, **Intermediate CIN**, **Pre filled bill flag**, **Total CIN** will be validated. The validation is based on the CIN Amount, Intermediate CIN Code and Total CIF validation. If this validation is successful, the system records the receipt of the payment else, it displays an appropriate error message.

Subsequently, the system checks the **Payment Registration Date** should be a working day (not a holiday). For FRECCIA payments, this date should be the current system date, for MAV and RAV payments, it should be a date equal to or greater than the current system date. If the date is the current working date, then the system checks if sufficient funds are available in the debit account. If you are doing the payment from the front-end screen, the system checks if the debit account is a customer account. If any of the validations for the **Payment Registration Date** fails, the system displays the appropriate error message.

The system defaults the account to be credited in the **Account Number** field as follows:

- In case of an **On Us** MAV payment, the beneficiary account specified while issuing the corresponding MAV will be defaulted here.
- In case of an **Off Us** MAV payment, the **Off Us GL** maintained for MAV will be defaulted here.
- In case of a RAV payment, the **Off Us GL** maintained for RAV will be defaulted here.
- In case of an **On Us** FRECCIA payment, the customer account based on the specified
- IBAN number will be defaulted here.
- In case of an **Off Us** FRECCIA payment, the **Off Us GL** maintained for FRECCIA will be defaulted here.

When you save and authorize the record, the system updates the status as **Liquidated** and posts the following entries:

Once an **On Us** MAV payment is successfully saved and authorized, the system updates the corresponding MAV issued as **Liquidated** in the **Issue of MAVs** screen. If, for an **On Us** MAV payment, you specify a blocked MAV ID in MAV/ RAV ID field and save the record, the system creates a record for Issue of the MAV id (in the **Issue of MAVs** screen) using the **Batch No for Blocked MAV** (maintained in **Blocked MAV Numbers** screen). It posts accounting entries to debit Portfolio GL (Asset) and credit Portfolio GL (Liability) (maintained in **MAV RAV FRECCIA Parameters** screen). Subsequent checks, processing and accounting entries are the same as specified above for **On Us** transactions.

Accounting entries posted for the payment amount:

Account	Amount	Dr/Cr
Cash Account	Payment Account	Dr
Account defaulted in the Account Number field.	Payment Amount	Cr

For charge amount (based on ARC maintenance):

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

Once Pickup is completed, do the following step:

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

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

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction submission, the deposit of tax amount is completed successfully.



## 2.6.19 MAVs RAVs FRECCIAs Payment by Account

This screen is used to receive payments of MAVs, RAVs and FRECCIAs through account. To process this screen, type **MAV RAV FRECCIA Payment by Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **MAVs RAVs FRECCIAs Payment by Account**.

→ The **MAV RAV FRECCIA Payment by Account** screen is displayed.

**Figure 85 MAV RAV FRECCIA Payment by Account**

MAV RAV FRECCIA Payment by Account

Transaction Type  
MAV Payment

Narrative  
MAV/RAV/FRECCIA Receipt of Payment

Debit Account Details  
Branch Code  
MAV RAV FRECCIA Debit Amount

MAV/RAV Details  
MAV RAV Id

Debtor Details  
Debtor Name  
Debtor Address  
Debtor City  
Debtor Zip Code

Beneficiary Details  
Branch Code  
Beneficiary Account Description  
Net Account Amount

Additional Details  
Payment Type  
Total Charge

Payment Amount  
EUR

Payment Registration Date

Account Number

Exchange Rate for MAV RAV FRECCIA Amount

Beneficiary Account/ OffusGI

Exchange Rate

Total Payment Amount  
EUR

Shipping Tool

Charge Details

Submit Cancel

### 2.6.19.1 Main Transaction Details

Specify the details in the **MAVs RAVs FRECCIAs Payment by Account** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Receipt of Payment of MAVs RAVs FRECCIAs by Account](#).

**Field Description: Receipt of Payment of MAVs RAVs FRECCIAs by Account**

<b>Field</b>	<b>Description</b>
<b>Transaction Type</b>	<p>Select the transaction type from the adjoining drop-down list. The drop-down list shows following options:</p> <ul style="list-style-type: none"> <li>• <b>MAV Payment</b></li> <li>• <b>RAV Payment</b></li> <li>• <b>FRECCIA Payment</b></li> </ul>
<b>Payment Amount</b>	Select the payment currency and specify the amount for which payment is being received on the MAV, RAV or FRECCIA.
<b>Payment Registration Date</b>	Specify the date on which the payment should be done.
<b>Narrative</b>	Displays the default narrative <b>MAV/RAV/FRECCIA Receipt of Payment-By Account</b> and it can be modified.
<b>Debit Account Details</b>	Specify the fields.
<b>Branch</b>	Specify the branch.
<b>Account Number</b>	Specify customer account that should be debited for the receipt of the payment on the MAV, RAV or FRECCIA. The adjoining option list displays the customer accounts maintained in the system. You can choose the appropriate one.
<b>MAV, RAV or FRECCIA Debit Amount</b>	Specify the amount for which payment is being received on the MAV, RAV or FRECCIA.
<b>Exchange Rate for MAV, RAV or FRECCIA Amount</b>	Displays the exchange rate based on the Account Currency and Offset Account Currency.

Field	Description
<b>MAV/ RAV Details</b>	Specify the fields.
<b>MAV/ RAV ID</b>	<p>Specify the MAV or RAV ID for which the payment is being received. If the Payment Type is <b>On Us</b>, the adjoining option list displays all the authorized, processed, active and cancelled MAV IDs available in the system. You can choose the appropriate one.</p> <p>If the Payment Type is <b>Off Us</b>, you can specify any valid MAV or RAV ID. The system does not validate the value specified.</p>
<b>Debtor Details</b>	Displays the details of the debtor.
<b>Debtor Name</b>	Displays the name of the debtor.
<b>Debtor City</b>	Displays the city of the debtor.
<b>Debtor Address</b>	Displays the address of the debtor.
<b>Debtor Zip Code</b>	Specify the zip code of the debtor address.
<b>IBAN of Beneficiary</b>	Specify the IBAN of the beneficiary for the FRECCIA payment. This is applicable only for receipt of payments for FRECCIA.
<b>Amount CIN</b>	Specify a single-digit value for the CIN value of the payment amount value.
<b>Bill Number</b>	Specify the bill number for the FRECCIA payment. This is applicable only for receipt of payments for FRECCIA.
<b>Intermediate CIN</b>	Specify a single-digit value for the intermediate CIN value.

Field	Description
<b>Total CIN</b>	Specify a single-digit value for the total CIN value.
<b>Pre-filled Bill Flag</b>	Check this box if it is a pre-filled bill.
<b>Beneficiary Details</b>	Specify the fields.
<b>Branch Code &amp; Account / Off UsGL</b>	Displays the Branch Code & Account / Off UsGL.
<b>Branch Account Description</b>	Displays the Account Description.
<b>Net Account Amount</b>	Displays the amount paid by the customer.  <b>NOTE:</b> The currency of the amount paid is defaulted from received currency.
<b>Exchange Rate</b>	Displays the exchange rate based on the Account Currency and Offset Account Currency.
<b>Additional Details</b>	Specify the fields.
<b>Payment Type</b>	Displays the payment type as On Us or Off Us.
<b>Total Charge</b>	Displays the total charge.  <b>NOTE:</b> The currency of the amount paid is defaulted from received currency.
<b>Total Payment amount</b>	Displays the total amount paid.

### 2.6.19.2 Charge Details

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

### 2.6.19.3 Transaction Submission

The system processes receipt of payments depending on the transaction.

When you click the **Submit** icon, the system will perform certain checks for the ID specified. If you are performing an MAV payment, it checks the **MAV ID**. If it is a valid ID in the system, it checks that the Payment amount specified matches the amount specified for this MAV in the **Issue of MAVs** screen. If it matches, the payment is identified as an **On Us** MAV payment. If there is no match, the system displays an appropriate error message. If the MAV ID has not been maintained in the system, the system will extract the internal ID number value in the MAV ID and check if this value has been blocked (in the **Blocked MAV Numbers** screen). If yes, system will identify the payment as an **On Us** MAV payment.

If internal ID number does not exist in the blocked list then, the system first validates the last 3 digits in the MAV ID using the CIN modulo 10 and CIN module 93 algorithms. If these values are not valid, the system displays an appropriate error message. It will then extract the ABI code in the entered MAV ID (the first 5 characters) and validate it against all the authorized and open bank codes maintained in **ABI Maintenance** screen. If the ABI code exists in this list, the payment is identified as an **Off Us** MAV payment. Else, the system displays an appropriate error message. If none of the conditions specified so far are met, the system displays an appropriate error message.

If you are performing an RAV payment, the system validates the RAV ID. It checks the last three digits using CIN modulo 10 and CIN module 93 algorithms. If these values are not valid, the system displays an appropriate error message. It will then extract the ABI code in the specified RAV ID (the first 5 digits + 80000) and validate it against all the authorized and open bank codes maintained in **ABI Maintenance** screen. If the ABI code does not exist in this list, the system displays an appropriate error message.

For FRECCIA payment receipts, the system picks the ABI/Bank Code from the IBAN of the Beneficiary. If the bank code belongs to the bank, it checks if the IBAN number specified exists internally. If it exists, the system identifies the current payment as an **On Us** FRECCIA payment; if it does not exist, the system displays an appropriate error message. If the bank code does not belong to the bank, the system validates it against all the authorized and open bank codes maintained in **ABI Maintenance** screen. If it is found, the system considers the current payment as an **Off Us** FRECCIA payment. If it is not found, the system displays an appropriate error message.

After the validation of the MAV ID or RAV ID or FRECCIA ID, the system validates the combination of the fields **Amount CIN**, **Bill Number**, **Intermediate CIN**, **Pre filled bill flag**, and **Total CIN** will be validated. The validation is based on the **CIN Amount**, **Intermediate CIN Code** and **Total CIF** validation. If this validation is successful, the system records the receipt of the payment else, it displays an appropriate error message.

Subsequently, the system checks the **Payment Registration Date** should be a working day (not a holiday). For FRECCIA payments, this date should be the current system date, for MAV and RAV payments, it should be a date equal to or greater than the current system date. If the date is the current working date, then the system checks if sufficient funds are available in the debit account. If you are doing the payment from the front-end screen, the system checks if the debit account is a customer account. If any of the validations for the **Payment Registration Date** fails, the system displays the appropriate error message.

If the **Payment Registration Date** is a future date, the system debits the Customer Account and credits the Beneficiary Account on that particular date. For information refer **Batch Process** screen [2.6.15 MAV Batch Process](#), refer to the topic in this guide.

If there is any charge maintained in charge details that will also be liquidated on that day only. If the currency of the Debit Account is not equal to the currency in which payment is to be made (EUR), then, during liquidation of the payment, the system converts the payment amount into an equivalent amount in Debit account currency using the exchange rate maintained between the two currencies as on the date of liquidation. The Rate Code and Rate Type as maintained for the corresponding product code are used for this conversion.

The system defaults the account to be credited in the **Account Number** field as follows:

- In case of an On Us MAV payment, the beneficiary account specified while issuing the corresponding MAV will be defaulted here.
- In case of an Off Us MAV payment, the Off Us GL maintained for MAV will be defaulted here.
- In case of a RAV payment, the Off Us GL maintained for RAV will be defaulted here.
- In case of an On Us FRECCIA payment, the customer account based on the specified IBAN number will be defaulted here.
- In case of an Off Us FRECCIA payment, the Off Us GL maintained for FRECCIA will be defaulted here.

When you save and authorize the record, the system updates the status as **Liquidated** and posts the following entries:

Once an **On Us** MAV payment is successfully saved and authorized, the system updates the corresponding MAV issued as **Liquidated** in the **Issue of MAVs** screen.

If, for an **On Us** MAV payment, you specify a blocked MAV ID in MAV/ RAV ID field and save the record, the system creates a record for Issue of the MAV id (in the **Issue of MAVs** screen) using the **Batch No for Blocked MAV** (maintained in **Blocked MAV Numbers** screen). It posts accounting entries to debit Portfolio GL (Asset) and credit Portfolio GL (Liability) (maintained in **MAV RAV FRECCIA Parameters screen**). Subsequent checks, processing, and accounting entries are the same as specified above for **On Us** transactions.

Accounting entries posted for the payment amount:

Account	Amount	Dr/Cr
Debit Account	Payment Account	Dr
Account defaulted in the Account Number field.	Account maintained in ARC of the associated product	Cr

For charge amount (based on ARC maintenance):

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

Once Pickup is completed, do the following step:

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

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

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction submission, the deposit of tax amount is completed successfully.

## 2.7 Miscellaneous Transactions

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

- [2.7.1 Miscellaneous Customer Debit](#)
- [2.7.2 Miscellaneous Customer Credit](#)
- [2.7.3 Miscellaneous GL Debit](#)
- [2.7.4 Miscellaneous GL Credit](#)
- [2.7.5 Miscellaneous GL Transfer](#)

### 2.7.1 Miscellaneous Customer Debit

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



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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Miscellaneous**, click **Misc Customer Debit**.

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

**Figure 86: Miscellaneous Customer Debit**

**Miscellaneous Customer Debit**

Account Number *	Account Amount *
<input type="text"/>	<input type="text"/>
GL Account *	GL Branch
<input type="text" value=""/>	<input type="text" value="000"/>
GL Description	GL Currency
<input type="text" value=""/>	<input type="text" value=""/>
Exchange Rate	GL Amount
<input type="text" value=""/>	<input type="text" value=""/>
Reference Number	Narrative *
<input type="text" value=""/>	<input type="text" value="Miscellaneous Customer Debit"/>

► Charge Details

Submit Cancel

### 2.7.1.1 Main Transaction Details

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

**Field Description: Miscellaneous Customer Debit**

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

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

### 2.7.1.2 Charge Details

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

### 2.7.1.3 Transaction Submission

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

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

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

## 2.7.2 Miscellaneous Customer Credit

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Miscellaneous**, click **Misc Customer Credit**.

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

**Figure 87: Miscellaneous Customer Credit**

**Miscellaneous Customer Credit**

Account Number \*

Account Amount \*

GL Account \*

GL Branch

GL Description

GL Currency

Exchange Rate

GL Amount

Reference Number

Narrative \*

► Charge Details

### 2.7.2.1 Main Transaction Details

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

#### Field Description: Miscellaneous Customer Credit

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

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

### 2.7.2.2 Charge Details

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

### 2.7.2.3 Transaction Submission

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

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

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

### 2.7.3 Miscellaneous GL Debit

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Miscellaneous**, click **Misc GL Debit**.

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

**Figure 88: Miscellaneous GL Debit**

### 2.7.3.1 Main Transaction Details

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

**Field Description: Miscellaneous GL Debit**

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

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

### 2.7.3.2 Charge Details

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

### 2.7.3.3 Denomination Details

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



### 2.7.3.4 Transaction Submission

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

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

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

### 2.7.4 Miscellaneous GL Credit

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Miscellaneous**, click **Misc GL Credit**.

→ The **Miscellaneous GL Credit** screen is displayed.

**Figure 89: Miscellaneous GL Credit**

The screenshot shows the 'Miscellaneous GL Credit' screen. It features a header with the title 'Miscellaneous GL Credit'. Below the header, there are several input fields arranged in two columns. The left column includes 'GL Account' (with a search icon), 'Transaction Amount' (with a currency dropdown set to 'GBP'), 'Exchange Rate' (with up/down arrows), and 'Narrative' (with a text area containing 'Miscellaneous GL Credit'). The right column includes 'GL Description', 'GL Amount' (with a currency dropdown set to 'GBP'), and 'Reference Number'. At the bottom of the screen, there are two expandable sections: 'Charge Details' and 'Denomination Detail'. In the bottom right corner, there are two buttons: 'Submit' and 'Cancel'.

### 2.7.4.1 Main Transaction Details

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

**Field Description: Miscellaneous GL Credit**

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

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

#### 2.7.4.2 Charge Details

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

#### 2.7.4.3 Denomination Details

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

#### 2.7.4.4 Transaction Submission

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

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

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

## 2.7.5 Miscellaneous GL Transfer

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Miscellaneous**, click **Misc GL Transfer**.

→ The **Miscellaneous GL Transfer** screen is displayed.

**Figure 90: Miscellaneous GL Transfer**

**Miscellaneous GL Transfer**

**From GL Details**

From GL Account \*

From GL Amount \*

From GL Description

GL Currency \*

**To GL Details**

To GL Account \*

To GL Amount \*

To GL Description

GL Currency \*

**Additional Details**

Reference Number

Exchange Rate

Narrative \*

► Charge Details

### 2.7.5.1 Main Transaction Details

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

**Field Description: Miscellaneous GL Transfer**

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

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

### 2.7.5.2 Charge Details

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

### 2.7.5.3 Transaction Submission

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

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

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

## 2.8 Transfers

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

- [2.8.1 Account Transfer](#)
- [2.8.2 In House Cheque Deposit](#)
- [2.8.3 Domestic Transfer Against Account](#)
- [2.8.4 Domestic Transfer Against Walk-in](#)
- [2.8.5 International Transfer Against Account](#)
- [2.8.6 International Transfer Against Walk-in](#)

## 2.8.1 Account Transfer

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Transfers**, click **Account Transfer**.

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

**Figure 91: Account Transfer**

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

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

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

### 2.8.1.1 Main Transaction Details

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

**Field Description: Account Transfer**

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



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

### 2.8.1.2 Charge Details

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

### 2.8.1.3 Transaction Submission

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

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

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

## 2.8.2 In-House Cheque Deposit

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Transfers**, click **In House Cheque Deposit**.

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

**Figure 92: In-House Cheque Deposit**

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

Field Label	Value / Status
Debit Account *	[Empty text box]
Debit Account Name	[Empty text box]
Debit Account Branch	000
Cheque Amount *	[Empty text box]
Cheque Number *	[Empty text box]
Cheque Date *	Mar 26, 2020
Credit Account *	[Empty text box]
Credit Amount	[Empty text box]
Exchange Rate	1.00
Total Charges (LCY)	GBP0.00
Narrative *	In-House Cheque Deposit

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

### 2.8.2.1 Main Transaction Details

Specify the details in the **In House Cheque Deposit** screen. For more information on fields, refer to table [Field Description: In House Cheque Deposit](#).

**Field Description: In House Cheque Deposit**

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

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

### 2.8.2.2 Charge Details

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

### 2.8.2.3 Transaction Submission

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

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

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

## 2.8.3 Domestic Transfer Against Account

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under Transfers, click **Domestic Trf - Account**.

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

**Figure 93: Domestic Transfer Against Account**

**Domestic Transfer Against Account**

Remitter Account \*

Transaction Amount \*

Cheque Number

Cheque Date

Exchange Rate

Account Amount

Total Charges

Narrative \*

► Charge Details

► Payment Details

### 2.8.3.1 Main Transaction Details

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

**Field Description: Domestic Transfer Against Account**

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

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

### 2.8.3.2 Payment Details

**Figure 94: Payment Details**

**Payment Details**

**Remitter Details**

Remitter Name \*

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Communication Mode

Select

Mobile no

Email ID

**Beneficiary Details**

Payment Type \*

ACH

Beneficiary Bank Code \*

Beneficiary Bank Name

Beneficiary Account \*

Account Type \*

Savings

Account Name \*

Address Line 1

Address Line 2

Address Line 3

Address Line 4

**Remittance Information:-**

Remittance Information Line 1

Remittance Information Line 2

Remittance Information Line 3

Remittance Information Line 4

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

**Field Description: Payment Details**

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



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

### 2.8.3.3 Charge Details

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

### 2.8.3.4 Transaction Submission

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

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

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

## 2.8.4 Domestic Transfer Against Walk-in

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Transfers**, click **Domestic Trf - Walkin**.

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

**Figure 95: Domestic Transfer Against Walkin**

### 2.8.4.1 Main Transaction Details

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

**Field Description: Domestic Transfer Against Walkin**

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

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

#### 2.8.4.2 Payment Details

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

#### 2.8.4.3 Denomination Details

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

#### 2.8.4.4 Charge Details

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

#### 2.8.4.5 Transaction Submission

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

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

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

## 2.8.5 International Transfer Against Account

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Transfers**, click **International - Account**.

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

**Figure 96: International Transfer Against Account**

**International Transfer Against Account**

Remitter Account \*

Transfer Amount \*

Transaction Amount

Exchange Rate

Total Charge Amount

Narrative \*

▶ Payment Details

▶ Charge Details

### 2.8.5.1 Main Transaction Details

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

#### Field Description: International Transfer Against Account

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

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

## 2.8.5.2 Payment Details

Figure 97: Payment Details

**Payment Details**

**Remitter Details**

Remitter Name \*

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Communication Mode

Select

Mobile no

Email ID

**Beneficiary Details**

Beneficiary Bank BIC Code

Beneficiary Bank Code

Beneficiary Bank Name

Beneficiary Account \*

Account Name \*

Receiver BIC Code

Account Type \*

Address Line 1

Address Line 2

Address Line 3

Address Line 4

**Remittance Information**

Remittance Information Line 1

Remittance Information Line 2

Remittance Information Line 3

Remittance Information Line 4

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

**Field Description: Payment Details**

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

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

### 2.8.5.3 Charge Details

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

### 2.8.5.4 Transaction Submission

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

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



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

## 2.8.6 International Transfer Against Walk-in

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Transfers**, click **International - Walk-in**.

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

**Figure 98: International Transfer Against Walk-in**

International Transfer Against Walk-in

Transaction Amount \*  
GBP

Transfer Currency

Transfer Amount

Exchange Rate

Total Charge Amount \*  
GBP0.00

Narrative \*  
International Transfer Against Walk-in

▶ Payment Details

▶ Denomination

Submit Cancel

### 2.8.6.1 Main Transaction Details

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

#### Field Description: International Transfer Against Walk-in

Field	Description
<b>Transaction Amount</b>	Specify the currency in which the cash is accepted from walk-in customer and the transaction amount as requested by the customer.
<b>Transfer Currency</b>	Specify the currency in which the funds to be transferred.
<b>Transfer Amount</b>	System display the transfer amount based on the exchange rate pickup.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transfer currency into transaction currency and it can be modified.  <b>NOTE:</b> If the transfer currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.
<b>Total Charges</b>	Displays the total charge amount, which is computed by the system.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.

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

### 2.8.6.2 Payment Details

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

### 2.8.6.3 Denomination Details

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

### 2.8.6.4 Charge Details

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

### 2.8.6.5 Transaction Submission

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

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

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

## 2.9 Clearing

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

- [2.9.1 Cheque Deposit](#)
- [2.9.2 Cheque Return](#)
- [2.9.3 Inward Clearing Data Entry](#)
- [2.9.4 Outward Clearing Data Entry](#)

## 2.9.1 Cheque Deposit

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

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

**Figure 99: Cheque Deposit**

The screenshot displays the 'Cheque Deposit' screen with the following fields and controls:

- Payee Account \***: Text input field.
- Account Amount \***: Text input field.
- Cheque Amount \***: Text input field with a dropdown menu set to 'GBP'.
- Cheque Number \***: Text input field.
- Cheque Date \***: Date picker showing 'Mar 26, 2020'.
- Cheque Deposit Date \***: Date picker showing 'Mar 26, 2020'.
- Drawer Account \***: Text input field.
- Drawer Name \***: Text input field.
- Routing Number \***: Text input field.
- Exchange Rate**: Text input field with up/down arrow controls.
- Total Charges(LCY)**: Text input field showing 'GBP0.00'.
- Network Code**: Text input field with a search icon.
- Narrative \***: Text area containing 'Cheque Deposit'.
- Charge Details**: Section header with a right-pointing triangle icon.
- Submit** and **Cancel**: Buttons at the bottom right.

### 2.9.1.1 Main Transaction Details

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

**Field Description: Cheque Deposit**

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

Field	Description
<b>Routing Number</b>	Specify the routing number for cheque clearance. The system will not validate the specified routing number.
<b>Network Code</b>	Specify the network code. You can also select from the list of maintained clearing codes.
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the cheque currency into transaction currency and it can be modified.</p> <p><b>NOTE:</b> If the transfer currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<b>Total Charges (LCY)</b>	<p>Displays the total charge amount, which is computed by the system.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<b>Narrative</b>	Displays the default narrative <b>Cheque Deposit</b> and it can be modified.

### 2.9.1.2 Charge Details

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

### 2.9.1.3 Transaction Submission

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

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

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

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



## 2.9.2 Cheque Return

The Teller can use this screen to initiate manual return of inward or outward clearing cheques. An inward cheque transaction may not be processed successfully for funds needed in the drawer account or due to stop payment of cheque. In addition, an outward cheque transaction may get returned if the same has returned from the clearing house. To process this screen, type **Cheque Return** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Clearing**, click **Cheque Return**.

→ The **Cheque Return** screen is displayed.

**Figure 100: Cheque Return**

The screenshot displays the 'Cheque Return' application window. It features a header bar with the title 'Cheque Return'. Below the header, there are two columns of input fields. The left column includes 'Drawer Account \*', 'Cheque Number \*', 'Drawer Account', 'Cheque Number', 'Cheque Date', 'Payee Name', 'Return Type', and 'Reject Reason'. The right column includes 'Cheque Number \*', 'Drawer Routing No', 'Cheque Amount', 'Payee Account', 'Payee Routing No', 'Reject Code \*', and 'Narrative \*'. There are two buttons, 'Query' and 'clear', located below the first 'Drawer Account' field. At the bottom right, there are 'Submit' and 'Cancel' buttons. The 'Narrative' field contains the text 'Cheque Return'.

### 2.9.2.1 Main Transaction Details

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

**Field Description: Cheque Return**

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

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

### 2.9.2.2 Transaction Submission

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

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

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

### 2.9.3 Inward Clearing Data Entry

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Clearing**, click **Inward Clearing Data Entry**.

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

**Figure 101: Inward Clearing Data Entry**

### 2.9.3.1 Main Transaction Details

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

#### Field Description: Inward Clearing Data Entry

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

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

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

### 2.9.3.2 Transaction Submission

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

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

The transaction is moved to authorization in case of any warning raised when the transaction saves. On submission of data entry, the individual instrument details will be handed off to OBPM using Inward Clearing Service. The notification from the OBPM system will automatically resubmit the data entry and pass charge accounting entries on successful clearing.

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

### 2.9.4 Outward Clearing Data Entry

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Clearing**, click **Outward Clearing Data Entry**.

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

**Figure 102: Outward Clearing Data Entry**

### 2.9.4.1 Main Transaction Details

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

#### Field Description: Outward Clearing Data Entry

Field	Description
<b>Batch Number</b>	Displays the unique batch number, which is system generated.

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



Field	Description
<b>Narrative</b>	Displays the default narrative <b>Outward Clearing Data Entry</b> and it can be modified.
<b>Add Entry</b>	Click this icon to add multiple records in table and allows modifying or deleting if required.
<b>Reset</b>	Click this icon to reset the multiple entry details table.

### 2.9.4.2 Transaction Submission

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

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

The transaction is moved to authorization in case of any warning raised when the transaction saves. On submission of data entry, the individual instrument details will be handed off to OBPM using Outward Clearing Service. The notification from the OBPM system will automatically resubmit the data entry and pass charge accounting entries on successful clearing.

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

## 2.10 Remittances

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

- [2.10.1 Bankers Cheque](#)
- [2.10.2 Demand Drafts](#)

### 2.10.1 Bankers Cheque

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

- [2.10.1.1 BC Issue Against Customer Account](#)
- [2.10.1.2 BC Issue Against Walk-in](#)
- [2.10.1.3 BC Issue Against GL](#)
- [2.10.1.4 BC Print/Re-print](#)
- [2.10.1.5 BC Operations](#)

### 2.10.1.1 BC Issue Against Customer Account

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **BC Issue - Account**.

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

**Figure 103: BC Issue Against Account**

**BC Issue Against Account**

Issuing Branch Code 000	Branch Name FLEXCUBE UNIVERSAL BANK
BC Amount * GBP	BC Date * Mar 26, 2020
MICR No	BC No
<b>Payee Details</b>	
Payee Name *	
Address Line 1	Address Line 2
Address Line 3	Address Line 4
Identification Type	Payee Identification Number
Narrative * BC Issuance Against Account	
▶ Funding Details	
▶ Charge Details	
Submit Cancel	

#### 2.10.1.1.1 Main Transaction Details

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

**Field Description: BC Issue Against Account**

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

### 2.10.1.1.2 Funding Details

**Figure 104: Funding Details**

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

**Field Description: Funding Details**

Field	Description
<b>Drawer Account</b>	Specify the account number of the customer who has requested the BC.
<b>Drawer Name</b>	Displays the name of the specified drawer account number.
<b>Cheque Number</b>	Specify the cheque number of the drawer account.
<b>Cheque Date</b>	Specify the date as mentioned in the cheque.
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the BC currency into account currency and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>

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

### 2.10.1.1.3 Charge Details

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

### 2.10.1.1.4 Transaction Submission

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

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

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

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

### 2.10.1.2 BC Issue Against Walk-in

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **BC Issue - Walk-in**.

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

**Figure 105: BC Issue Against Walk-in**

#### 2.10.1.2.1 Main Transaction Details

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

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

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



### 2.10.1.2.2 Funding Details

**Figure 106: Funding Details**

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

**Field Description: Funding Details**

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

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

#### 2.10.1.2.3 Denomination Details

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

#### 2.10.1.2.4 Charge Details

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

#### 2.10.1.2.5 Transaction Submission

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

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

For more information on transaction submission and validations, refer to the topic [2.10.1.1.4 Transaction Submission](#) in this guide.

### 2.10.1.3 BC Issue Against GL

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **BC Issue - GL**.

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

**Figure 107: BC Issue Against GL**

The screenshot shows the 'BC Issue Against GL' screen. It features a form with the following sections and fields:

- Issuing Branch Code:** A text field containing '000'.
- Branch Name:** A text field containing 'FLEXCUBE UNIVERSAL BANK'.
- BC Amount:** A dropdown menu set to 'GBP' and an adjacent empty text field.
- BC Date:** A date picker showing 'Mar 26, 2020'.
- MICR No:** An empty text field.
- BC No:** An empty text field.
- Payee Details:**
  - Payee Name:** An empty text field.
  - Address Line 1:** An empty text field.
  - Address Line 2:** An empty text field.
  - Address Line 3:** An empty text field.
  - Address Line 4:** An empty text field.
  - Identification Type:** A dropdown menu.
  - Payee Identification Number:** An empty text field.
- Narrative:** A text area containing 'BC Issuance Against GL'.
- Funding Details:** A section header with a right-pointing arrow.
- Charge Details:** A section header with a right-pointing arrow.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom right.

#### 2.10.1.3.1 Main Transaction Details

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

**Field Description: BC Issue Against GL**

Field	Description
<b>Issuing Branch Code</b>	Displays the logged-in branch code.

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

### 2.10.1.3.2 Funding Details

**Figure 108: Funding Details**

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

**Field Description: Funding Details**

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

### 2.10.1.3.3 Charge Details

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

### 2.10.1.3.4 Transaction Submission

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

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

For more information on transaction submission and validations, refer to the topic [2.10.1.1.4 Transaction Submission](#) in this guide.

## 2.10.1.4 BC Print/Re-print

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **BC Print-Reprint**.

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

**Figure 109: BC Print-Reprint**

The screenshot displays the 'BC Print-Reprint' application window. It features a left sidebar with a search bar and a main content area with two columns of input fields. The left column includes fields for 'BC No \*', 'Print Type \*' (with a dropdown arrow), a 'Clear' button, 'Issuing Branch Code', 'BC Date', 'Drawer Name', 'Beneficiary Details:-' (with a sub-label 'Beneficiary Name'), 'Address Line 1', 'Address Line 3', 'Reprint Count', and 'Narrative \*'. The right column includes an 'Issue Branch Code \*' field with a search icon and a 'Query' button, 'BC Amount' (displaying 'GBP0.00'), 'BC Status', 'Identification Details' (with sub-labels 'Address Line 2' and 'Address Line 4'), and 'Address Line 4'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

### 2.10.1.4.1 BC Transaction Details

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

**Field Description: BC Print-Reprint**

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

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

#### 2.10.1.4.2 Transaction Submission

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

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

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

#### 2.10.1.5 BC Operations

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

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



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

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

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

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

#### Inquiry Mode:

**Figure 110: BC Operations (Inquiry)**

The screenshot displays the 'BC Operations' screen in Inquiry Mode. The interface is divided into two main columns of input fields. The left column includes fields for 'BC No \*', 'Operation Type \*' (set to 'Enquiry'), 'BC Details' (with 'Issue Branch'), 'BC Amount', 'Issue Date', 'BC Status', 'Revalidation Date', 'Liquidation Date', 'Beneficiary Details' (with 'Beneficiary Name', 'Exchange Rate', 'Beneficiary Address 1', and 'Identification Type'). The right column includes fields for 'Issue Branch \*', 'Payable Branch', 'MICR No', 'Issue Mode', 'Narrative' (with 'BC Inquiry'), 'Duplicate Issue Date', 'Liquidation Mode', 'Beneficiary Account', 'Credit Amount', 'Beneficiary Address 2', and 'Identification Number'. Fields marked with an asterisk (\*) are mandatory.

#### 2.10.1.5.1 Main Transaction Details (Inquiry Mode)

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

**Field Description: BC Operations (Inquiry)**

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

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

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

**Revalidate:**

**Figure 111: BC Operations (Revalidate)**

BC Operations

BC No \*

Issue Branch \*

Operation Type \*  
Revalidation

Revalidation Date \*  
Mar 26, 2020

New Expiry Date \*

Mode of Charge  
Account

Charge Account

Narrative \*  
BC Revalidation

Charge Details

View BC Details

Submit Cancel

### 2.10.1.5.2 Main Transaction Details (Revalidate)

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

**Field Description: BC Operations (Revalidate)**

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

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

**Duplicate Issue:****Figure 112: BC Operations (Duplicate Issue)**

BC Operations

BC No \*

Issue Branch \*

Operation Type \*

Duplicate

**Duplicate Issue Details**

Duplicate Issue Date \*

Mar 26, 2020

Duplicate MICR No

Duplicate BC No

Requested By

Narrative \*

BC Duplication

Charge Details

Denomination

View BC Details

Submit Cancel

**2.10.1.5.3 Main Transaction Details (Duplicate Issue)**

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

**Field Description: BC Operations (Duplicate Issue)**

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

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



**Payment Reversal:****Figure 113: BC Operations (Payment Reversal)**

The screenshot shows the 'BC Operations' form for a 'Payment Reversal'. The form is titled 'BC Operations' and contains several input fields and sections. The 'BC No' field is marked with an asterisk. The 'Issue Branch' field is also marked with an asterisk and has a search icon. The 'Operation Type' is a dropdown menu currently set to 'Payment Reversal'. The 'Reversal Details' section includes a 'Liquidation Mode' dropdown. The 'Narrative' field is marked with an asterisk and contains the text 'BC Payment Reversal'. Below these fields are two expandable sections: 'Charge Details' and 'View BC Details'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

**2.10.1.5.4 Main Transaction Details (Payment Reversal)**

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

**Field Description: BC Operations (Payment Reversal)**

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

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

**Payment – Account:****Figure 114: BC Operations (Payment – Account)**
**2.10.1.5.5 Main Transaction Details (Payment – Account)**

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

**Field Description: BC Operations (Payment – Account)**

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

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

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

**Payment – Cash:****Figure 115: BC Operations (Payment – Cash)**

BC Operations

BC No \*

Issue Branch \*

Operation Type \*

Payment

Operation Mode \*

Cash

Payment Details

Transaction Amount

Beneficiary Name

Identification Type

Identification Number

Exchange Rate

1.00

Total Charge Amount

Narrative \*

BC Payment by Cash

Charge Details

Denomination

View BC Details

Submit Cancel

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

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

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

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

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

**Payment – GL:****Figure 116: BC Operations (Payment – GL)**
**2.10.1.5.7 Main Transaction Details (Payment – GL)**

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

**Field Description: BC Operations (Payment – GL)**

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

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

**Refund – Account:****Figure 117: BC Operations (Refund – Account)**
**2.10.1.5.8 Main Transaction Details (Refund – Account)**

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

**Field Description: BC Operations (Refund – Account)**

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



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

**Refund – Cash:****Figure 118: BC Operations (Refund – Cash)**
**2.10.1.5.9 Main Transaction Details (Refund – Cash)**

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

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

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

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

**Refund – GL:****Figure 119: BC Operations (Refund – GL)**

BC Operations

BC No \*

Issue Branch \*

Operation Type \*

Operation Mode \*

Refund

GL

Refund Details

GL Account

GL Currency

GL Branch

Exchange Rate

000

1.00

Account Amount

Total Charge Amount

Narrative \*

Demand Draft Refund by GL

Charge Details

View BC Details

Submit Cancel

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

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

**Field Description: BC Operations (Refund – GL)**

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

Field	Description
<b>GL Account</b>	Specify the GL account number.
<b>GL Currency</b>	Displays the currency of the specified GL account.
<b>GL Branch</b>	Displays the branch code of the specified GL account.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the account amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>BC Refund by GL</b> and it can be modified.

**Cancel – Account:****Figure 120: BC Operations (Cancel – Account)**
**2.10.1.5.11 Main Transaction Details (Cancel – Account)**

Specify the details in the **BC Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: BC Operations \(Cancel – Account\)](#).

**Field Description: BC Operations (Cancel – Account)**

Field	Description
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Account</b> from the drop-down values.
<b>Cancel Details</b>	Specify the details under this segment.

Field	Description
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Beneficiary Name</b>	Displays the beneficiary name.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the account amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>BC Cancel by Account</b> and it can be modified.

**Cancel – Cash:****Figure 121: BC Operations (Cancel – Cash)**
**2.10.1.5.12 Main Transaction Details (Cancel – Cash)**

Specify the details in the **BC Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: BC Operations \(Cancel – Cash\)](#).

**Field Description: BC Operations (Cancel – Cash)**

Field	Description
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Cash</b> from the drop-down values.
<b>Cancel Details</b>	Specify the details under this segment.



Field	Description
<b>Transaction Amount</b>	Specify the transaction currency and transaction amount.
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the account amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>BC Cancel by Cash</b> and it can be modified.

**Cancel – GL:****Figure 122: BC Operations (Cancel – GL)**

BC Operations

BC No \*

Issue Branch \*

Operation Type \*

Operation Mode \*

Cancel

GL

Refund Details

GL Account

GL Currency

GL Branch

Exchange Rate

000

1.00

Account Amount

Total Charge Amount

Narrative \*

Demand Draft Refund by GL

Charge Details

View BC Details

Submit Cancel

**2.10.1.5.13 Main Transaction Details (Cancel – GL)**

Specify the details in the **BC Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: BC Operations \(Cancel – GL\)](#).

**Field Description: BC Operations (Cancel – GL)**

Field	Description
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Cancel Details</b>	Specify the details under this segment.

Field	Description
<b>GL Account</b>	Specify the GL account number.
<b>GL Currency</b>	Displays the currency of the specified GL account.
<b>GL Branch</b>	Displays the branch code of the specified GL account.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the account amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>BC Cancel by GL</b> and it can be modified.

#### 2.10.1.5.14 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. This segment is not applicable for the **Inquiry** and **Cancel** modes. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.10.1.5.15 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. This segment is applicable to the **Duplicate**, **Payment** (Cash), and **Refund** (Cash) modes. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

### 2.10.1.5.16 View Bankers Cheque Details

This segment is used to view the additional details of the BC. This will be a non-editable data segment and it is not applicable for the **Inquiry** mode.

### 2.10.1.5.17 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction submission, the system will handoff the details to payments product processor (OBPM) for processing. When you get success notification from OBPM, the system will update the transaction status as **Success** and mark for charges accounting handoff. The transaction accounting is not applicable for the transaction. In case of reject notification from OBPM, the system will discard the transaction. In addition, the transaction accounting is not applicable for the **Duplicate Issue** mode and the transaction submission is not required for **Inquiry** mode.

## 2.10.2 Demand Drafts

This sub-section describes the various screens used to perform the remittances related to Demand Draft (DD). The screens are described in the following topics:

- [2.10.2.1 DD Issue Against Account](#)
- [2.10.2.2 DD Issue Against Walk-in](#)
- [2.10.2.3 DD Issue against GL](#)
- [2.10.2.4 DD Print/Re-print](#)
- [2.10.2.5 DD Operations](#)

### 2.10.2.1 DD Issue Against Account

The Teller can use this screen to issue a Demand Draft (DD) against the savings account of the customer. To process this screen, type **DD Issue - Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **DD Issue - Account**.

→ The **DD Issue Against Account** screen is displayed.

**Figure 123: DD Issue Against Account**

The screenshot displays the 'DD Issue Against Account' form. It is organized into several sections:

- Payable Branch Code \***: A search field with a magnifying glass icon.
- Issuing Branch Code**: A text field containing '000'.
- DD Amount \***: A dropdown menu showing 'GBP' and an adjacent text field.
- MICR No**: A text field.
- Payee Details**: A section header.
- Payee Name \***: A text field.
- Address Line 1**, **Address Line 2**, **Address Line 3**, and **Address Line 4**: Four text fields for the payee's address.
- Narrative \***: A text field containing 'DD Issuance Account'.
- Payable Branch Name**: A text field.
- Branch Name**: A text field containing 'FLEXCUBE UNIVERSAL BANK'.
- DD Date \***: A date picker showing 'Mar 26, 2020'.
- DD No**: A text field.
- Funding Details**: A collapsed section.
- Charge Details**: A collapsed section.
- Submit** and **Cancel** buttons at the bottom right.

#### 2.10.2.1.1 Main Transaction DD Details

Specify the details in the **DD Issue Against Account** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Issue Against Account](#).

**Field Description: DD Issue Against Account**

<b>Field</b>	<b>Description</b>
<b>Payable Branch Code</b>	Specify the branch code in which the demand drafts can be liquidated.
<b>Payable Branch Name</b>	Displays the name of payable branch.
<b>Issuing Branch Code</b>	Displays the logged-in branch code.
<b>Branch Name</b>	Displays the branch description of issuing branch
<b>DD Amount</b>	Specify the DD currency and DD amount.
<b>DD Date</b>	Specify the date that needs to be mentioned in the DD.
<b>MICR No</b>	Displays the MICR number.
<b>DD No</b>	Specify the instrument number and validate. If not specified, system generates the DD number based on the maintenance setup.
<b>Narrative</b>	Displays the narrative as <b>DD Issuance Account</b> and it can be modified.
<b>Payee Details</b>	Specify the fields.
<b>Payee Name</b>	Specify the payee name on which the DD is drawn.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.

### 2.10.2.1.2 Funding Details

**Figure 124: Funding Details**

Specify the details in the **Funding Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Funding Details](#).

**Field Description: Funding Details**

Field	Description
<b>Drawer Account</b>	Specify the account number of the customer who has requested the DD.
<b>Drawer Name</b>	Displays the name of the specified drawer account number.
<b>Cheque Number</b>	Specify the cheque number of the drawer account.
<b>Cheque Date</b>	Specify the date as mentioned in the cheque.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Account Amount</b>	Displays the account amount in account currency.

Field	Description
	<b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Total Charges</b>	Displays the total charges applicable for the DD issuance.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b> .

### 2.10.2.1.3 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.10.2.1.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

For more information on transaction submission and validations, refer to the topic [2.10.1.1.4 Transaction Submission](#) in this guide.



### 2.10.2.2 DD Issue Against Walk-in

The Teller can use this screen to issue a DD to a walk-in customer. To process this screen, type **DD Issue - Walk-in** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **DD Issue - Walk-in**.

→ The **DD Issue Against Walk-in** screen is displayed.

**Figure 125: DD Issue Against Walk-in**

#### 2.10.2.2.1 Main Transaction DD Details

Specify the details in the **DD Issue Against Walk-in** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Issue Against Walk-in](#).

**Field Description: DD Issue Against Walk-in**

Field	Description
<b>Payable Branch Code</b>	Specify the branch code in which the demand drafts can be liquidated.

Field	Description
<b>Payable Branch Name</b>	Displays the name of payable branch.
<b>Issuing Branch Code</b>	Displays the logged-in branch code.
<b>Branch Name</b>	Displays the branch description of issuing branch
<b>DD Amount</b>	Specify the DD currency and DD amount.
<b>DD Date</b>	Specify the date that needs to be mentioned in the DD.
<b>MICR No</b>	Displays the serial number.
<b>DD No</b>	Specify the instrument number and validate.  <b>NOTE:</b> If not specified, system generates the DD number based on the maintenance setup.
<b>Narrative</b>	Displays the narrative as <b>DD Issuance against Walk-in</b> and it can be modified.
<b>Payee Details</b>	Specify the fields.
<b>Payee Name</b>	Specify the payee name on which the DD is drawn.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.

## 2.10.2.2.2 Funding Details

Figure 126: Funding Details

Specify the details in the **Funding Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Funding Details](#).

Field Description: Funding Details

Field	Description
<b>Transaction Amount</b>	Specify the transaction currency, the currency in which the walk-in customer deposit the cash.
<b>Drawer Name</b>	Specify the name of the drawer.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.
<b>Identification Type</b>	Select the identification type of the payee from the drop-down list.
<b>Identification Number</b>	Specify the identification details of the payee.
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>

Field	Description
<b>Total Charges</b>	<p>Displays the total charges applicable for the DD issuance.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>

### 2.10.2.2.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

### 2.10.2.2.4 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.10.2.2.5 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

For more information on transaction submission and validations, refer to the topic [2.10.1.1.4 Transaction Submission](#) in this guide.

### 2.10.2.3 DD Issue against GL

The Teller can use this screen to issue a DD against a GL account for the customer. To process this screen, type **DD Issue - GL** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **DD Issue - GL**.

→ The **DD Issue Against GL** screen is displayed.

**Figure 127: DD Issue Against GL**

#### 2.10.2.3.1 Main Transaction DD Details

Specify the details in the **DD Issue Against GL** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Issue Against GL](#).

**Field Description: DD Issue Against GL**

Field	Description
<b>Payable Branch Code</b>	Specify the branch code in which the demand drafts can be liquidated.
<b>Payable Branch Name</b>	Displays the name of payable branch.

Field	Description
<b>Issuing Branch Code</b>	Displays the logged-in branch code.
<b>Branch Name</b>	Displays the branch description of issuing branch
<b>DD Amount</b>	Specify the DD currency and DD amount.
<b>DD Date</b>	Specify the date that needs to be mentioned in the DD.
<b>MICR No</b>	Displays the serial number.
<b>DD No</b>	Specify the instrument number and validate.  <b>NOTE:</b> If not specified, system generates the DD number based on the maintenance setup.
<b>Narrative</b>	Displays the narrative as <b>DD Issuance Against GL</b> and it can be modified.
<b>Payee Details</b>	Specify the fields.
<b>Payee Name</b>	Specify the payee name on which the DD is drawn.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.

### 2.10.2.3.2 Funding Details

Figure 128: Funding Details

**Funding Details**

GL Account <sup>\*</sup>  🔍

Drawer Name

Identification Number

GL Description

Identification Type

Select

Specify the details in the **Funding Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Funding Details](#).

**Field Description: Funding Details**

Field	Description
<b>GL Account</b>	Select the account number of the GL against which the BC is issued from the LOV.
<b>GL Description</b>	Displays a brief description on the general ledger.
<b>Drawer Name</b>	Specify the name of the drawer.
<b>Identification Type</b>	Select the identification type of the payee from the drop-down list.
<b>Identification Number</b>	Specify the identification number of the payee.

### 2.10.2.3.3 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.10.2.3.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

For more information on transaction submission and validations, refer to the topic [2.10.1.1.4 Transaction Submission](#) in this guide.

## 2.10.2.4 DD Print/Re-print

The Teller can use this screen to print a DD. It also used to re-print the DD, if it is not properly printed or to issue duplicate instruments. The system keeps a track of such re-prints so that the bank officials or auditors can determine the reasons and validity of multiple instrument printing.

To process this screen, type **DD Print-Reprint** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **DD Print-Reprint**.

→ The **DD Print-Reprint** screen is displayed.

**Figure 129: DD Print-Reprint**

The screenshot displays the 'DD Print-Reprint' application window. It features a left sidebar with a search bar and a main content area with two columns of input fields. The left column includes fields for 'Demand Draft No \*', 'Print Type \*', 'Issuing Branch Code', 'DD Date', 'Drawer Name', 'Beneficiary Details' (with sub-fields for 'Beneficiary Name', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Reprint Count', and 'Narrative \*'), and 'DD Print-Reprint'. The right column includes 'Issue Branch Code \*' with a search icon, 'Query' and 'Clear' buttons, 'DD Amount' (displaying 'GBP0.00'), 'DD Status', 'Identification Details', and 'Address Line 4'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

### 2.10.2.4.1 DD Transaction Details

Specify the details in the **DD Print-Reprint** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Print-Reprint](#).



**Field Description: DD Print-Reprint**

<b>Field</b>	<b>Description</b>
<b>Demand Draft No</b>	Specify the DD number of the instrument that you need to print or re-print.
<b>Issue Branch Code</b>	Select the branch code where the instrument is issued from the LOV.
<b>Print Type</b>	Select the type <b>Print</b> or <b>Reprint</b> from the drop-down list.
<b>Query</b>	Click this icon to fetch details of DD print or re-print.
<b>Issuing Branch Code</b>	Displays the logged-in branch code.
<b>DD Date</b>	Displays the date mentioned in the DD.
<b>DD Amount</b>	Displays the DD currency and the DD amount.
<b>Drawer Name</b>	Displays the name of the drawer.
<b>DD Status</b>	Displays the status of the DD.
<b>Beneficiary Details</b>	Specify the fields.
<b>Beneficiary Name</b>	Displays the beneficiary name.
<b>Identification Details</b>	Displays the identification details of the beneficiary.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Reprint Count</b>	Specify the count of the current reprint operation. This is applicable for reprint option only.

Field	Description
Narrative	Displays the default narrative as <b>Print/Reprint</b> and it can be modified.

#### 2.10.2.4.2 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves.

#### 2.10.2.5 DD Operations

The Teller can use this screen to handle the life cycle processing of Demand Draft that is already issued. The operations, which are allowed in this screen are:

- Inquiry – Teller can use this option to inquire the details of DD.
- Revalidate – When a customer requests for revalidation of instrument that is in expired status, Teller can validate the instrument details and initiate revalidation of DD. The system will allow for revalidation only if:
  - Revalidation is allowed at Instrument type level
  - Instrument is not liquidated, cancelled, or refunded
  - Instrument is issued, revalidated, or duplicate issued but not liquidated/refunded/cancelled
- Duplicate Issue – If Customer or banker lost the instrument or if the instrument is damaged, Teller can issue it again. In case of request raised by the customer, additional charges will be deducted while issuing again. The system will allow for Duplicate Issue only if:
  - Duplicate issue is allowed at Instrument type level
  - Instrument is not liquidated, cancelled, or refunded
  - Instrument is issued or revalidated but not liquidated/refunded/cancelled
- Payment Reversal – Teller can use this option to make reversal of payment for DD.

- Payment – Teller can use this option to make payment against a DD.
- Refund – Teller can use this option to refund the amount against a DD.
- Cancel – Teller can use this option to cancel a DD.

To process this screen, type **DD Operations** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **DD Operations**.

→ The **DD Operations** screen is displayed.

### Inquiry Mode:

**Figure 130: DD Operations (Inquiry)**

The screenshot displays the 'DD Operations' screen in Inquiry Mode. The interface is divided into two main columns of input fields. The left column includes fields for 'Demand Draft No \*', 'Operation Type \*' (set to 'Enquiry'), 'Demand Draft Details' (with 'Issue Branch'), 'Demand Draft Amount', 'Issue Date', 'Demand Draft Status', 'Revalidation Date', 'Liquidation Date', 'Beneficiary Details' (with 'Beneficiary Name', 'Exchange Rate', 'Beneficiary Address 1', and 'Identification Type'). The right column includes fields for 'Issue Branch \*', 'Payable Branch', 'MICR No', 'Issue Mode', 'Narrative' (with 'Demand Draft Inquiry'), 'Duplicate Issue Date', 'Liquidation Mode', 'Beneficiary Account', 'Credit Amount', 'Beneficiary Address 2', and 'Identification Number'. Fields marked with an asterisk (\*) are mandatory.

#### 2.10.2.5.1 Main Transaction Details (Inquiry Mode)

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Inquiry\)](#).

**Field Description: DD Operations (Inquiry)**

<b>Field</b>	<b>Description</b>
<b>Operation Type</b>	Select the type <b>Inquiry</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV. After you specify the <b>Issue Branch Code</b> and <b>Demand Draft No</b> , press <b>Tab</b> key. The system will make a service call to OBPM and fetch the demand draft details.
<b>Demand Draft Details</b>	Displays the details of DD under this segment.
<b>Issue Branch</b>	Displays the logged-in branch code.
<b>Payable Branch</b>	Displays the payable branch for the DD.
<b>Demand Draft Amount</b>	Displays the DD currency and the DD amount.
<b>MICR No</b>	Displays the MICR number.
<b>Issue Date</b>	Displays the issue date mentioned in the DD.
<b>Issue Mode</b>	Displays the issue mode of the DD.
<b>Demand Draft Status</b>	Displays the status of the DD.
<b>Narrative</b>	Displays the default narrative as <b>Demand Draft Inquiry</b> and it can be modified.
<b>Revalidation Date</b>	Displays the date of DD revalidation.
<b>Duplicate Issue Date</b>	Displays the duplicate issue date of DD.

Field	Description
<b>Liquidation Date</b>	Displays the liquidation date of DD.
<b>Liquidation Mode</b>	Displays the liquidation mode of DD.
<b>Beneficiary Details</b>	Specify the fields.
<b>Beneficiary Name</b>	Displays the beneficiary name.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Customer ID</b>	Displays the Customer ID.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
<b>Credit Amount</b>	Displays the credit amount.
<b>Beneficiary Address 1 and Beneficiary Address 2</b>	Displays the address of the beneficiary.
<b>Identification Type</b>	Displays the identification type of the beneficiary.
<b>Identification Number</b>	Displays the identification number of the beneficiary.
<b>Funding Details</b>	Funding details are displayed under this segment.
<b>Drawer Name</b>	Displays the drawer name.
<b>Drawer Account</b>	Displays the account number of the drawer.
<b>Customer ID</b>	Displays the customer ID of the drawer.

Field	Description
<b>Exchange Rate</b>	Displays the exchange rate.
<b>Debit Amount</b>	Displays the amount that needs to be debited from the drawer account.
<b>Cheque Number</b>	Displays the cheque number.
<b>Cheque Date</b>	Displays the date mentioned in the cheque.
<b>Drawer Address 1 and Drawer Address 2</b>	Displays the address of the drawer.
<b>Identification Type</b>	Displays the identification type of the drawer.
<b>Identification Number</b>	Displays the identification number of the drawer.

**Revalidate:****Figure 131: DD Operations (Revalidate)**

DD Operations

Demand Draft No \*  
|

Issue Branch \*  
|

Operation Type \*  
Revalidate

Revalidation Date \*  
Mar 26, 2020

New Expiry Date  
|

Mode of Charge  
Account

Charge Account  
|

Narrative \*  
Demand Draft Revalidation

Charge Details

View Demand Draft Details

Submit Cancel

### 2.10.2.5.2 Main Transaction Details (Revalidate)

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Revalidate\)](#).

**Field Description: DD Operations (Revalidate)**

Field	Description
<b>Operation Type</b>	Select the type <b>Revalidate</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Revalidation Details</b>	Specify the details under this segment.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Revalidation Date</b>	Select the revalidation date.  <b>NOTE:</b> By default, the system date is displayed as revalidation date.
<b>New Expiry Date</b>	Displays the new expiry date based on the specified revalidation date.
<b>Mode of Charge</b>	Select the mode of charge from the drop-down values ( <b>Account</b> or <b>Cash</b> ).

Field	Description
<b>Charge Account</b>	<p>Specify the charge account number. The following conditions applies based on the value selected for <b>Mode of Charge</b>:</p> <ul style="list-style-type: none"> <li>• If the <b>Mode of Charge</b> is selected as <b>Account</b>, user needs to capture the account from which the charges to be deducted.</li> </ul> <p><b>NOTE:</b> If the <b>Mode of Charge</b> is selected as <b>Account</b>, the system displays the Drawer Account by default. Else, this field is kept blank and user can input the valid account number.</p> <ul style="list-style-type: none"> <li>• If <b>Mode of Charge</b> is selected as <b>Cash</b>, user needs to capture Charge Currency, and denomination details to be picked up based on the charge currency specified.</li> </ul>
<b>Narrative</b>	Displays the default narrative as <b>Demand Draft Revalidation</b> and it can be modified.



**Duplicate Issue:****Figure 132: DD Operations (Duplicate Issue)**

DD Operations

Demand Draft No \*

Issue Branch \*

Operation Type \*

Duplicate

**Duplicate Issue Details**

Duplicate Issue Date \*

Mar 26, 2020

Duplicate MICR No

Duplicate Demand Draft No

Requested By

Narrative \*

Demand Draft Duplication

Charge Details

Denomination

View Demand Draft Details

Submit Cancel

**2.10.2.5.3 Main Transaction Details (Duplicate Issue)**

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Duplicate Issue\)](#).

**Field Description: DD Operations (Duplicate Issue)**

Field	Description
<b>Operation Type</b>	Select the type <b>Duplicate Issue</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Duplicate Issue Details</b>	Specify the details under this segment.
<b>Duplicate Issue Date</b>	By default, the current system date is displayed as duplicate issue date and it can be modified.

Field	Description
<b>Duplicate Demand Draft No</b>	Specify the duplicate demand draft number.
<b>Duplicate MICR No</b>	Specify the duplicate MICR number.
<b>Requested By</b>	Select from the drop-down values ( <b>Customer</b> or <b>Bank</b> ).
<b>Mode of Charge</b>	Select the mode of charge from the drop-down values ( <b>Account</b> or <b>Cash</b> ).
<b>Charge Account</b>	<p>Specify the charge account number. The following conditions applies based on the value selected for <b>Mode of Charge</b>:</p> <ul style="list-style-type: none"> <li>If the <b>Mode of Charge</b> is selected as <b>Account</b>, user needs to capture the account from which the charges to be deducted.</li> </ul> <p><b>NOTE:</b> If the <b>Mode of Charge</b> is selected as <b>Account</b>, the system displays the Drawer Account by default. Else, this field is kept blank and user can input the valid account number.</p> <ul style="list-style-type: none"> <li>If <b>Mode of Charge</b> is selected as <b>Cash</b>, user needs to capture Charge Currency, and denomination details to be picked up based on the charge currency specified.</li> </ul>
<b>Narrative</b>	Displays the default narrative as <b>Demand Draft Duplication</b> and it can be modified.

**Payment Reversal:****Figure 133: DD Operations (Payment Reversal)**

DD Operations

Demand Draft No \*

Issue Branch \*

Operation Type \*  
Payment Reversal ▼

**Reversal Details**

Liquidation Mode ▼

Liquidation Date

Narrative \*  
Demand Draft Payment Reversal

► Charge Details

► View DD Details

Submit Cancel

**2.10.2.5.4 Main Transaction Details (Payment Reversal)**

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Payment Reversal\)](#).

**Field Description: DD Operations (Payment Reversal)**

Field	Description
<b>Operation Type</b>	Select the type <b>Payment Reversal</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Reversal Details</b>	Specify the details under this segment.
<b>Liquidation Mode</b>	Select the liquidation mode from the drop-down values.

Field	Description
<b>Liquidation Date</b>	Select the liquidation date.
<b>Narrative</b>	Displays the default narrative as <b>Demand Draft Payment Reversal</b> and it can be modified.

**Payment – Account:****Figure 134: DD Operations (Payment – Account)**
**2.10.2.5.5 Main Transaction Details (Payment – Account)**

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Payment – Account\)](#).

**Field Description: DD Operations (Payment – Account)**

Field	Description
<b>Operation Type</b>	Select the type <b>Payment</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.

Field	Description
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Account</b> from the drop-down values.
<b>Payment Details</b>	Specify the details under this segment.
<b>Beneficiary Account</b>	Specify the beneficiary account number.
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the account amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	Displays the total charge amount.

Field	Description
	<b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the default narrative as <b>DD Operations</b> and it can be modified.

**Payment – Cash:****Figure 135: DD Operations (Payment – Cash)**
**2.10.2.5.6 Main Transaction Details (Payment – Cash)**

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Payment – Cash\)](#).

**Field Description: DD Operations (Payment – Cash)**

Field	Description
<b>Operation Type</b>	Select the type <b>Payment</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.

Field	Description
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Cash</b> from the drop-down values.
<b>Payment Details</b>	Specify the details under this segment.
<b>Transaction Amount</b>	Specify the transaction currency and transaction amount.
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>Demand Draft Payment by Cash</b> and it can be modified.

**Payment – GL:****Figure 136: DD Operations (Payment – GL)**

**DD Operations**

Demand Draft No \*

Operation Type \* Payment

**Payment Details**

GL Account

GL Branch

Account Amount

Narrative \*

Issue Branch \*

Operation Mode \* GL

GL Currency

Exchange Rate

Total Charge Amount

[Charge Details](#)

[View DD Details](#)

**2.10.2.5.7 Main Transaction Details (Payment – GL)**

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Payment – GL\)](#).

**Field Description: DD Operations (Payment – GL)**

Field	Description
<b>Operation Type</b>	Select the type <b>Payment</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Payment Details</b>	Specify the details under this segment.



Field	Description
<b>GL Account</b>	Specify the GL account number.
<b>GL Currency</b>	Displays the currency of the specified GL account.
<b>GL Branch</b>	Displays the branch code of the specified GL account.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the account amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>DD Operations</b> and it can be modified.

**Refund – Account:****Figure 137: DD Operations (Refund – Account)**
**2.10.2.5.8 Main Transaction Details (Refund – Account)**

Specify the details in the **DD Print-Reprint** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Refund – Account\)](#).

**Field Description: DD Operations (Refund – Account)**

Field	Description
<b>Operation Type</b>	Select the type <b>Refund</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Account</b> from the drop-down values.
<b>Refund Details</b>	Specify the details under this segment.

Field	Description
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Beneficiary Name</b>	Displays the beneficiary name.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the account amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>Demand Draft Refund by Account</b> and it can be modified.

**Refund – Cash:****Figure 138: DD Operations (Refund – Cash)**

DD Operations

Demand Draft No \*

Issue Branch \*

Operation Type \*

Operation Mode \*

**Refund Details**

Transaction Amount

Beneficiary Name

Identification Type

Identification Number

Exchange Rate

Total Charge Amount

Narrative \*

Charge Details

Denomination

View DD Details

Submit Cancel

**2.10.2.5.9 Main Transaction Details (Refund – Cash)**

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Refund – Cash\)](#).

**Field Description: DD Operations (Refund – Cash)**

Field	Description
<b>Operation Type</b>	Select the type <b>Refund</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Cash</b> from the drop-down values.
<b>Refund Details</b>	Specify the details under this segment.
<b>Transaction Amount</b>	Specify the transaction currency and transaction amount.

Field	Description
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the account amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>Demand Draft Refund by Cash</b> and it can be modified.

**Refund – GL:****Figure 139: DD Operations (Refund – GL)**
**2.10.2.5.10 Main Transaction Details (Refund – GL)**

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Refund – GL\)](#).

**Field Description: DD Operations (Refund – GL)**

Field	Description
<b>Operation Type</b>	Select the type <b>Refund</b> from the drop-down list.
<b>DD No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Refund Details</b>	Specify the details under this segment.

Field	Description
<b>GL Account</b>	Specify the GL account number.
<b>GL Currency</b>	Specify the currency of the specified GL account.
<b>GL Branch</b>	Select the branch code from the list of values.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the account amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>Demand Draft Refund by GL</b> and it can be modified.

**Cancel – Account:****Figure 140: DD Operations (Cancel – Account)**
**2.10.2.5.11 Main Transaction Details (Cancel – Account)**

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Cancel – Account\)](#).

**Field Description: DD Operations (Cancel – Account)**

Field	Description
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Account</b> from the drop-down values.
<b>Cancel Details</b>	Specify the details under this segment.



Field	Description
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Beneficiary Name</b>	Displays the beneficiary name.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the account amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>DD Cancel by Account</b> and it can be modified.

**Cancel – Cash:****Figure 141: DD Operations (Cancel – Cash)**
**2.10.2.5.12 Main Transaction Details (Cancel – Cash)**

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Cancel – Cash\)](#).

**Field Description: DD Operations (Cancel – Cash)**

Field	Description
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Cash</b> from the drop-down values.
<b>Cancel Details</b>	Specify the details under this segment.

Field	Description
<b>Transaction Amount</b>	Specify the transaction currency and transaction amount.
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the account amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>DD Cancel by Cash</b> and it can be modified.

**Cancel – GL:****Figure 142: DD Operations (Cancel – GL)**
**2.10.2.5.13 Main Transaction Details (Cancel – GL)**

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Cancel – GL\)](#).

**Field Description: DD Operations (Cancel – GL)**

Field	Description
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Refund Details</b>	Specify the details under this segment.

Field	Description
<b>GL Account</b>	Specify the GL account number.
<b>GL Currency</b>	Displays the currency of the specified GL account.
<b>GL Branch</b>	Displays the branch code of the specified GL account.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the account amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>DD Cancel by GL</b> and it can be modified.

#### 2.10.2.5.14 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. This segment is not applicable for the **Inquiry** mode. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.10.2.5.15 View Demand Draft Details

This segment is used to view the additional details of the DD. This will be a non-editable data segment and it is not applicable for the **Inquiry** mode.

### 2.10.2.5.16 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction submission, the system will handoff the details to payments product processor (OBPM) for processing. When you get success notification from OBPM, the system will update the transaction status as **Success** and mark for charges accounting handoff. The transaction accounting is not applicable for the transaction. In case of reject notification from OBPM, the system will discard the transaction. In addition, the transaction accounting is not applicable for the **Duplicate Issue** mode and the transaction submission is not required for **Inquiry** mode.

## 2.11 Term Deposit Transactions

A deposit with a fixed tenure or term is called as time deposit or Term Deposits (TD). This section deals with open, redeem, and top-up a term deposit. Each of these is explained in the following sub-sections:

- [2.11.1 Term Deposit Account Opening](#)
- [2.11.2 Term Deposit Redemption Against Cash](#)
- [2.11.3 Term Deposit Redemption Against Account](#)
- [2.11.4 Term Deposit Top-up against Account](#)
- [2.11.5 Term Deposit Top-up against Cash](#)

### 2.11.1 Term Deposit Account Opening

The Teller can use this screen to open a term deposit account. The following details are necessary to open a term deposit account:

- Deposit details
- Funding details
- Joint Holder details

- Payout details
- Rollover details

To process this screen, type **TD Account Opening** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Term Deposit**, click **TD Account Opening**.

→ The **TD Account Opening** screen is displayed.

**Figure 143: TD Account Opening**

The screenshot displays the 'TD Account Opening' form. It is organized into two main columns of input fields. The left column includes fields for 'Customer ID \*' (with a search icon), 'Deposit Product \*' (with a 'Fetch' button), 'Deposit Account Description \*', 'Account Type' (with radio buttons for 'Single' and 'Joint'), 'Deposit Amount \*' (with a currency dropdown set to 'GBP'), and 'Interest rate'. The right column includes fields for 'Customer Name', 'Deposit Product Description', 'Deposit Account Opening Date' (pre-filled with 'Mar 26, 2020' and a calendar icon), 'Mode Of Operation' (dropdown set to 'Single'), and 'Deposit Tenor' (with two input boxes and a dropdown). Below these fields are six expandable sections: 'Funding Details', 'Joint Holders', 'Payout Details', 'Rollover Details', and 'Denomination'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

### 2.11.1.1 Main Transaction Details

Specify the basic details for opening the term deposit account. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: TD Account Opening](#).

**Field Description: TD Account Opening**

<b>Field</b>	<b>Description</b>
<b>Customer ID</b>	Select the Customer ID from the list of values.
<b>Customer Name</b>	Displays the name of the specified Customer ID.
<b>Mode of Operation</b>	<p>Select the mode of operations from the drop-down list. The drop-down list shows the following values:</p> <ul style="list-style-type: none"> <li>• <b>Single</b></li> <li>• <b>Jointly</b></li> <li>• <b>Either Anyone or Survivor</b></li> <li>• <b>Former or Survivor</b></li> <li>• <b>Mandate Holder</b></li> </ul>
<b>Account Type</b>	Select the account type ( <b>Single</b> or <b>Joint</b> ).
<b>Deposit Product</b>	Specify the deposit product. Click <b>Fetch</b> to select the appropriate product type.
<b>Deposit Product Description</b>	Displays the description of the specified deposit product.
<b>Deposit Account Description</b>	Specify the description of the deposit account.
<b>Deposit Account Opening Date</b>	Specify the account opening date of the deposit account.
<b>Deposit Amount</b>	Specify the currency and amount for term deposit.
<b>Deposit Tenor</b>	Specify the tenor of deposit in days/months/years.
<b>Interest Rate</b>	Specify the interest rate for the deposit account.



### 2.11.1.2 Funding Details

**Figure 144: Funding Details (Cash)**

**Funding Details**

Pay By  
Cash

Transaction Amount  
GBP

**Figure 145: Funding Details (Account)**

**Funding Details**

Pay By  
Account

Account Number \*

Account Branch

Account Amount \*  
GBP

Cheque Number

Cheque Date  
Mar 26, 2020

Exchange Rate \*  
1.00

Specify the details in the **Funding Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Funding Details](#).

**Field Description: Funding Details**

Field	Description
<b>Pay By</b>	Select <b>Account</b> or <b>Cash</b> for the pay-in option.
<b>Transaction Amount</b>	<p>Specify the transaction currency if the <b>Pay By</b> is selected as <b>Cash</b>.</p> <p><b>NOTE:</b> By default, branch currency will be shown and allows for editing. In addition, the system defaults the transaction amount based on the transaction currency selected.</p>

Field	Description
<b>Account Number</b>	Specify the account number from which the deposit account need to be funded.  <b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b> .
<b>Account Branch</b>	Displays the branch of the selected account number.  <b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b> .
<b>Account Amount</b>	Displays the currency of the selected account number and the calculated account amount based on the exchange rate.  <b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b> . This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Cheque Number</b>	Specify the cheque number of the account.  <b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b> .
<b>Cheque Date</b>	Specify the date as mentioned in the cheque.  <b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b> .
<b>Exchange Rate</b>	Displays the exchange rate used to convert the deposit currency into account or transaction currency and it can be modified.

Field	Description
	<b>NOTE:</b> If deposit currency is same as the account or transaction currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.

### 2.11.1.3 Joint Holders Details

Figure 146: Joint Holders Details

Joint Holders

	Joint Holder ID	Joint Holder Name	Relationship	Joint Holder's Type
No data to display.				

Page 1 (0 of 0 items) K < 1 > X

Specify the details of the joint holders for the deposit account, if the account type is maintained as **Joint**. For more information on fields, refer to table [Field Description: Joint Holders](#).

#### Field Description: Joint Holders

Field	Description
<b>Joint Holder ID</b>	Select the customer ID which is considered as joint account holder for the deposit account.
<b>Joint Holder Name</b>	Displays the customer name as joint holder name.
<b>Relationship</b>	Select the relationship of the joint account holder from the drop-down list.
<b>Joint Holder's Type</b>	Select the joint holder's type from the drop-down list.

### 2.11.1.4 Maturity Payment Details

**Figure 147: Payout Details**

Specify the parameters for automatic payout through either account transfer, bankers cheque, or demand draft. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Payout Details](#).

**Field Description: Payout Details**

Field	Description
<b>Component Type</b>	Select the component type from the drop-down list. ( <b>Principal</b> or <b>Interest</b> )
<b>Repayment By</b>	Select the repayment option from the drop-down list ( <b>Account</b> , <b>Bankers Cheque</b> , or <b>Demand Draft</b> ).
<b>Payment Account</b>	Specify the account to which the repayment to be made. This field allows you to input only if repayment is by account.
<b>Account Branch</b>	Displays the account branch based on the payment account selected.

Field	Description
<b>Beneficiary Name</b>	Specify the name of the beneficiary for the payout of BC or DD drawn.  <b>NOTE:</b> This field allows you to input only if the repayment is by BC or DD.
<b>Beneficiary Address 1 to Beneficiary Address 4</b>	Specify the address of beneficiary for the payout.

### 2.11.1.5 Maturity Instruction Details

Figure 148: Rollover Details

▲ Rollover Details

Auto Renewal ☐

Renewal Type  ▼

Renewal Amount  ▼

Renewal Tenor  ▼

Specify the parameters for auto renewal of deposit account. For more information on fields, refer to table [Field Description: Rollover Details](#).

Field Description: Rollover Details

Field	Description
<b>Auto Renewal</b>	Select if auto renewal required for the deposit account.
<b>Renewal Type</b>	Specify the renewal type from the drop down values ( <b>Principal</b> , <b>Interest</b> , <b>Principal + Interest</b> , or <b>Special Amount</b> ).  <b>NOTE:</b> This field is mandatory to input if auto renewal is selected.

Field	Description
Renewal Amount	Specify the renewal amount and renewal currency.  <b>NOTE:</b> The renewal currency is displayed as deposit currency.
Renewal Tenor	Specify the renewal tenor in days/months/year.

### 2.11.1.6 Denomination details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

### 2.11.1.7 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Term Deposit module in Oracle FLEXCUBE Universal Banking for TD account opening process.

## 2.11.2 Term Deposit Redemption Against Cash

The Teller can use this screen to initiate to manually redeem the cash from a term deposit account. It is accomplished by the pre-mature redemption in either full or in part, ahead of maturity date or after the maturity date when TD is in grace days without maturing.

To process this screen, type **Term Deposit Redemption Against Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Term Deposit**, click **Term Deposit Redemption Against Cash**.

→ The **Term Deposit Redemption Against Cash** screen is displayed.

**Figure 149: Term Deposit Redemption Against Cash**

TD Redemption Against Cash

Deposit Account \*

Account Branch

Query

Deposit Details

Principal Amount

Account Name

Interest Amount

Tax Amount

Redemption Details

Redemption Mode \*

Waive Penalty

Exchange Rate Narrative \*

Term Deposit Redemption Against Cash

Customer ID

Interest Rate

Maturity Amount

Total Payout Amount

Redemption Amount \*

Waive Interest

Denomination

Submit Cancel

### 2.11.2.1 Main Transaction Details

Specify the deposit account number to fetch the deposit details. For more information on fields, refer to table [Field Description: Term Deposit Redemption Against Cash](#).

**Field Description: Term Deposit Redemption Against Cash**

Field	Description
<b>Deposit Account</b>	Specify the deposit account number.
<b>Query</b>	Click this icon to fetch the deposit details.
<b>Deposit Details</b>	Specify the fields.
<b>Customer ID</b>	Displays the Customer ID of the deposit account number.
<b>Account Name</b>	Displays the account description of the deposit account.
<b>Principal Amount</b>	Click <b>Compute</b> to get the amount paid at the time of term deposit booking.
<b>Interest Amount</b>	Displays the default rate of interest at which the interest amount is calculated.
<b>Tax Amount</b>	Displays the amount to be deducted towards tax.
<b>Interest Rate</b>	Click <b>Compute</b> to get the current interest rate applicable after partial or full redemption.
<b>Maturity Amount</b>	Displays the current maturity amount after partial or full redemption.
<b>Total Payout Amount</b>	Displays the total payout amount.
<b>Redemption Details</b>	Specify the fields.



Field	Description
<b>Redemption Mode</b>	Select the redemption mode from the drop-down list ( <b>Partial Redemption</b> or <b>Full Redemption</b> ).
<b>Redemption Amount</b>	<p>Specify as mentioned below:</p> <ul style="list-style-type: none"> <li>• If the <b>Redemption Mode</b> is selected as <b>Partial Redemption</b>, specify the redemption amount.</li> <li>• If the <b>Redemption Mode</b> is selected as <b>Full Redemption</b>, it displays the principal amount as redemption amount.</li> </ul>
<b>Waive Penalty</b>	<p>Check this box to waive the penalty for redeeming the term deposit.</p> <p><b>NOTE:</b> This is applicable only if the <b>Redemption Mode</b> is selected as <b>Full Redemption</b>.</p>
<b>Waive Interest</b>	<p>Check this box to waive the interest for redeeming the term deposit.</p> <p><b>NOTE:</b> This is applicable only if the <b>Redemption Mode</b> is selected as <b>Full Redemption</b>.</p>
<b>Transaction Currency</b>	Specify the currency in which the cash is handed over to the customer during redemption.
<b>Transaction Amount</b>	<p>Displays the transaction amount based on the <b>Redemption Amount</b> and <b>Transaction Currency</b>.</p> <p><b>NOTE:</b> If deposit currency is different from transaction currency, the system calculates the transaction amount based on the exchange rate. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>

Field	Description
<b>Exchange Rate</b>	Displays the exchange rate applicable for the transaction based on the deposit currency and transaction currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.
<b>Narrative</b>	Displays the default narrative as <b>Term Deposit Redemption Against Cash</b> and it can be modified.

### 2.11.2.2 Denomination details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

### 2.11.2.3 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.11.2.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Term Deposit module in Oracle FLEXCUBE Universal Banking for TD redemption process.

## 2.11.3 Term Deposit Redemption Against Account

The Teller can use this screen to initiate to manually redeem the cash from a term deposit account. It is accomplished by the pre-mature redemption either in full or in part, ahead of maturity date or after the maturity date when TD is in grace days without maturing.

To process this screen, type **Term Deposit Redemption Against Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Term Deposit**, click **Term Deposit Redemption Against Account**.

→ The **Term Deposit Redemption Against Account** screen is displayed.

**Figure 150: Term Deposit Redemption Against Account**

### 2.11.3.1 Main Transaction Details

Specify the deposit account number to fetch the deposit details. For more information on fields, refer to table [Field Description: Term Deposit Redemption Against Account](#).

**Field Description: Term Deposit Redemption Against Account**

Field	Description
<b>Deposit Account</b>	Specify the deposit account number.
<b>Account Branch</b>	Displays the branch of the deposit account.
<b>Query</b>	Click this icon to fetch the deposit details.

Field	Description
<b>Deposit Details</b>	Specify the fields.
<b>Customer ID</b>	Displays the Customer ID of the deposit account number.
<b>Account Name</b>	Displays the account description of the deposit account.
<b>Principal Amount</b>	Click <b>Compute</b> to get the amount paid at the time of term deposit booking.
<b>Interest Amount</b>	Displays the default rate of interest at which the interest amount is calculated.
<b>Tax Amount</b>	Displays the amount to be deducted towards tax.
<b>Interest Rate</b>	Click <b>Compute</b> to get the current interest rate applicable after partial or full redemption.
<b>Maturity Amount</b>	Displays the current maturity amount after partial/full redemption.
<b>Total Payout Amount</b>	Displays the total payout amount.
<b>Redemption Details</b>	Specify the fields.
<b>Redemption Mode</b>	Select the redemption mode from the drop-down list ( <b>Partial Redemption</b> or <b>Full Redemption</b> ).
<b>Redemption Amount</b>	Specify as mentioned below: <ul style="list-style-type: none"> <li>• If the <b>Redemption Mode</b> is selected as <b>Partial Redemption</b>, specify the redemption amount.</li> <li>• If the <b>Redemption Mode</b> is selected as <b>Full Redemption</b>, it displays the principal amount as redemption amount.</li> </ul>

Field	Description
<b>Waive Penalty</b>	Check this box to waive the penalty for redeeming the term deposit.  <b>NOTE:</b> This is applicable only if the <b>Redemption Mode</b> is selected as <b>Full Redemption</b> .
<b>Waive Interest</b>	Check this box to waive the interest for redeeming the term deposit.  <b>NOTE:</b> This is applicable only if the <b>Redemption Mode</b> is selected as <b>Full Redemption</b> .
<b>Offset Account</b>	Specify the offset account number to which the redeemed funds to be paid.
<b>Offset Account Amount</b>	System default the amount in the offset account number.
<b>Offset Account Branch</b>	System default the branch of the offset account number.
<b>Offset Account Name</b>	System default the description of the offset account.
<b>Exchange Rate</b>	Displays the exchange rate applicable for the transaction based on the deposit currency and offset account currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the default narrative as <b>TD Redemption</b> and it can be modified.

### 2.11.3.2 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.11.3.3 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** screen is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Term Deposit module in Oracle FLEXCUBE Universal Banking for TD redemption process.

### 2.11.4 Term Deposit Top-up against Account

The Teller can use this screen to initiate the top-up for a term deposit account. The top-up for a term deposit can be done, after the opening date and before the maturity date.

To process this screen, type **TD Topup - Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Term Deposit**, click **TD Topup - Account**.

→ The **TD Top-Up Against Account** screen is displayed.

**Figure 151: TD Top-Up Against Account**

TD Top-Up Against Account

Deposit Account \*

Account Branch \*

000

Query

**Deposit Details**

Original Deposit Amount

Principal Balance

Customer ID

Account Name

Interest Rate

Deposit Tenor

Days

Interest Amount

Maturity Amount

**Top-up Details**

Top-Up Amount \*

Offset Account \*

Offset Account Branch

Account Amount

Exchange Rate

Value Date \*

1

Mar 26, 2020

Narrative \*

TD Top-UP Against Account

Denomination

Submit Cancel

### 2.11.4.1 Main Transaction Details

Specify the details in the **TD Top-Up Against Account** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: TD Top-Up Against Account](#).

**Field Description: TD Top-Up Against Account**

Field	Description
<b>Deposit Account</b>	Specify the deposit account number for which the top-up amount to be added.
<b>Account Branch</b>	Displays the branch of the deposit account number.
<b>Query</b>	Click this icon, to fetch the deposit details.
<b>Deposit Details</b>	Specify the fields.
<b>Original Deposit Amount</b>	Displays the original deposit amount of the deposit account.
<b>Principal Balance</b>	Displays the principal balance of the deposit account.
<b>Customer ID</b>	Displays the customer ID of the deposit account number.
<b>Account Name</b>	Displays the account description of the deposit account number.
<b>Interest Rate</b>	Displays the interest rate of the deposit account.
<b>Deposit Tenor</b>	Displays the tenor of the deposit account.
<b>Interest Amount</b>	Displays the calculated interest amount of the deposit account.

Field	Description
<b>Maturity Amount</b>	Displays the amount available on the maturity of the deposit account.
<b>Top-Up Details</b>	Specify the fields.
<b>Offset Account</b>	Specify the offset account from which the top-up amount needs to be debited.
<b>Offset Account Branch</b>	Displays the branch of the specified offset account.
<b>Account Amount</b>	Displays the top-up amount that is added to the deposit amount. The top-up currency is defaulted to deposit account currency.
<b>Value Date</b>	Specify the date on which the TD top-up needs to be effective.
<b>Narrative</b>	Displays the default narrative as <b>Term Deposit Top-Up</b> and it can be modified.

#### 2.11.4.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

#### 2.11.4.3 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** screen is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Term Deposit module in Oracle FLEXCUBE Universal Banking for TD top-up processing.



## 2.11.5 Term Deposit Top-up against Cash

The Teller can use this screen to initiate the top-up for a term deposit account. The top-up for a term deposit can be done, after the opening date and before the maturity date.

To process this screen, type **TD Topup - Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Term Deposit**, click **TD Topup - Cash**.

→ The **TD Top-Up Against Cash** screen is displayed.

**Figure 152: TD Top-Up Against Cash**

**TD Top-Up Against Cash**

Deposit Account \*

Account Branch \*

**Deposit Details**

Original Deposit Amount

Principal Balance

Customer ID

Account Name

Interest Rate

Deposit Tenor

Interest Amount

Maturity Amount

**Top-up Details**

Top-Up Amount \*

Value Date \*

Narrative \*

► Denomination

### 2.11.5.1 Main Transaction Details

Specify the details in the **TD Top-up Against Cash** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: TD Top-up Against Cash](#).

**Field Description: TD Top-up Against Cash**

<b>Field</b>	<b>Description</b>
<b>Deposit Account</b>	Specify the deposit account number for which the top-up amount needs to be added.
<b>Query</b>	Click this icon, to fetch the deposit details.
<b>Deposit Details</b>	Specify the fields.
<b>Original Deposit Amount</b>	Displays the principal amount of the deposit account.
<b>Principal Balance</b>	Displays the principal balance of the deposit account.
<b>Customer ID</b>	Displays the customer ID of the deposit account number.
<b>Account Name</b>	Displays the account description of the deposit account number.
<b>Interest Amount</b>	Displays the calculated interest amount of the deposit account.
<b>Interest Rate</b>	Displays the interest rate of the deposit account.
<b>Deposit Tenor</b>	Displays the tenor of the deposit account.
<b>Interest Amount</b>	Displays the calculated interest amount of the deposit account.
<b>Maturity Amount</b>	Displays the amount available on the maturity of the deposit account.
<b>Top-Up Details</b>	Specify the fields.

Field	Description
<b>Top-Up Amount</b>	Specify the top-up amount that is added to the deposit amount. The top-up currency is defaulted to deposit account currency.
<b>Value Date</b>	Specify the date on which the TD top-up needs to be effective.
<b>Narrative</b>	Displays the default narrative as <b>Term Deposit Top-Up</b> and it can be modified.

### 2.11.5.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units based on the redemption amount in transaction currency. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

### 2.11.5.3 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** screen is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Term Deposit module in Oracle FLEXCUBE Universal Banking for TD top-up processing.

## 2.12 Credit Card Transactions

This section describes the various screens used to perform the credit card transactions. The screens are described in the following sub-sections:

- [2.12.1 Credit Card Advance by Cash](#)
- [2.12.2 Credit Card Advance by Transfer](#)
- [2.12.3 Credit Card Payment by Cash](#)

- [2.12.4 Credit Card Payment \(by non-cash modes\)](#)
- [2.12.5 Stop Card Request](#)

## 2.12.1 Credit Card Advance by Cash

The Teller can use this screen to disburse cash advance to a walk-in customer against the credit card. To process this screen, type **Advance By Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Credit Card**, click **Advance by Cash**.

→ The **Advance by Cash** screen is displayed.

**Figure 153: Advance by Cash**

**Advance by Cash**

<b>Credit Card *</b>	<b>Advance Amount *</b>
<input type="text"/>	GBP <input type="text"/>
<b>Advance Tenor *</b>	<b>Document Type</b>
<input type="text"/>	<input type="text"/>
<b>Document Number</b>	<b>Approval Reference Number *</b>
<input type="text"/>	<input type="text"/>
<b>Exchange Rate *</b>	<b>Account Amount</b>
<input type="text"/>	GBP <input type="text"/>
<b>Total Charges (LCY)</b>	<b>Narrative *</b>
GBP0.00	Advance By Cash

► Charge Details

► Denomination

Submit Cancel

### 2.12.1.1 Main Transaction Details

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Credit Card Advance by Cash](#).

**Field Description: Credit Card Advance by Cash**

Field	Description
<b>Credit Card</b>	Specify the credit card number against which the cash advance to be made. When you press <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.
<b>Advance Amount</b>	Select the transaction currency from the drop-down values and specify the advance amount.
<b>Advance Tenor</b>	Specify the tenor in Days/Months/Years.
<b>Document Type</b>	Select from the drop-down list. The values in the drop-down list are mentioned below: <ul style="list-style-type: none"> <li>• <b>Address Document</b></li> <li>• <b>Identity Document</b></li> <li>• <b>Financial Document</b></li> <li>• <b>General Document</b></li> </ul>
<b>Document Number</b>	Specify the document number.  <b>NOTE:</b> This field is mandatory only if document type is selected.
<b>Approval Reference Number</b>	Specify the approval reference if already approved.

Field	Description
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y.
<b>Account Amount</b>	Display the account amount along with currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y.
<b>Total Charges (LCY)</b>	Displays the total charges applicable for the cash advance.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as Y.
<b>Narrative</b>	Displays the narrative as <b>Advance by Cash</b> and it can be modified.

### 2.12.1.2 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.12.1.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

#### 2.12.1.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the cash is disbursed successfully to the walk-in customer against the credit card.

## 2.12.2 Credit Card Advance by Transfer

The Teller can use this screen to transfer the advance amount to a walk-in customer's account. To process this screen, type **Advance By Transfer** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Credit Card**, click **Advance by Transfer**.

→ The **Advance by Transfer** screen is displayed.

**Figure 154: Advance By Transfer**

**Advance By Transfer**

<b>Credit Card *</b>	<b>Advance Amount *</b>
<input type="text"/>	GBP <input type="text"/>
<b>Advance Tenor *</b>	<b>Beneficiary Account *</b>
<input type="text"/>	<input type="text"/>
<b>Beneficiary Name</b>	<b>Account Branch</b>
<input type="text"/>	<input type="text"/>
<b>Exchange Rate</b>	<b>Account Amount *</b>
<input type="text"/>	<input type="text"/>
<b>Total Charges</b>	<b>Document Type</b>
GBP0.00	<input type="text"/>
<b>Document Number</b>	<b>Approval Reference Number *</b>
<input type="text"/>	<input type="text"/>
<b>Narrative *</b>	
Advance By Transfer	

**Charges**



### 2.12.2.1 Main Transaction Details

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Credit Card Advance by Transfer](#).

**Field Description: Credit Card Advance by Transfer**

Field	Description
<b>Credit Card</b>	Specify the credit card number against which the cash advance to be made. When you press <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.
<b>Advance Amount</b>	Select the transaction currency from the drop-down values and specify the advance amount.
<b>Advance Tenor</b>	Specify the tenor in Days/Months/Years.
<b>Beneficiary Account</b>	Specify the beneficiary account number to which the amount needs to be transferred.
<b>Beneficiary Name</b>	Displays the name based on the specified beneficiary account number.
<b>Account Branch</b>	Displays the branch based on the specified beneficiary account number.
<b>Document Type</b>	Select from the drop-down list. The values in the drop-down list are mentioned below: <ul style="list-style-type: none"> <li>• <b>Address Document</b></li> <li>• <b>Identity Document</b></li> <li>• <b>Financial Document</b></li> <li>• <b>General Document</b></li> </ul>
<b>Document Number</b>	Specify the document number.

Field	Description
	<b>NOTE:</b> This field is mandatory only if document type is selected.
<b>Approval Reference Number</b>	Specify the approval reference if already approved.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y.
<b>Account Amount</b>	Display the account amount along with currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y.
<b>Total Charges</b>	Displays the total charges applicable for the cash advance.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as Y.
<b>Narrative</b>	Displays the narrative as <b>Advance by Transfer</b> and it can be modified.

### 2.12.2.2 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.12.2.3 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the advance against credit card is transferred successfully to the account of the walk-in customer.

### 2.12.3 Credit Card Payment by Cash

The Teller can use this screen to accept cash from a walk-in customer and make credit card payment. To process this screen, type **Payment By Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Credit Card**, click **Payment By Cash**.

→ The **Credit Card Payment By Cash** screen is displayed.

**Figure 155: Credit Card Payment by Cash**

▲ Credit Card Payment By Cash

Credit Card \*

Payment Mode

Payment Amount \*

Exchange Rate

Credit Amount

Total Charges

Narrative \*

► Charges

► Denomination

Submit Cancel

### 2.12.3.1 Main Transaction Details

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Credit Card Payment By Cash](#).

**Field Description: Credit Card Payment By Cash**

Field	Description
<b>Credit Card</b>	Specify the credit card number for which the payment to be made. When you press <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.
<b>Payment Mode</b>	Select the payment mode.
<b>Payment Amount</b>	<p>Select the transaction currency from the drop-down values and specify the payment amount.</p> <p><b>NOTE:</b> If Multi Currency and Total Charges configuration is set as <b>Y</b>, then the currency in <b>Payment Amount</b> field to default credit card currency and it can be modified. If it is set as <b>N</b>, then Payment currency is defaulted and displayed.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Credit Amount</b>	<p>Display the credit amount along with currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>

Field	Description
<b>Total Charges</b>	Displays the total charges applicable for the credit card payment.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as Y.
<b>Narrative</b>	Displays the narrative as <b>Credit Card Payment by Cash</b> and it can be modified.

### 2.12.3.2 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.12.3.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

### 2.12.3.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the credit card payment is done successfully.

## 2.12.4 Credit Card Payment (by non-cash modes)

The Teller can use this screen to make credit card payment by debiting walk-in customer's account or clearing cheque. The fields in this screen are displayed based on the payment mode. To process this screen, type **Payment By Non-Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Credit Card**, click **Credit Card Payment**.

→ The **Credit Card Payment** screen is displayed.

### Credit Card Payment by Account:

Figure 156: Credit Card Payment

### 2.12.4.1 Main Transaction Details – By Account

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Credit Card Payment by Account](#).

#### Field Description: Credit Card Payment by Account

Field	Description
Payment Mode	Select the payment mode as <b>By Account</b> .

Field	Description
<b>Credit Card</b>	Specify the credit card number for which the payment to be made. When you press <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.
<b>Payment Amount</b>	<p>Select the transaction currency from the drop-down values and specify the payment amount.</p> <p><b>NOTE:</b> If Multi Currency and Total Charges Configuration is set as <b>Y</b>, then the currency in <b>Payment Amount</b> field to default credit card currency and it can be modified. If it is set as <b>N</b>, then Payment currency is defaulted and displayed.</p>
<b>Debit Amount</b>	Specify the account number from which the amount to be debited.
<b>Cheque Number</b>	Specify the cheque number.
<b>Cheque Date</b>	Specify the date mentioned in the cheque.
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Credit Amount</b>	<p>Display the credit amount along with currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>



Field	Description
<b>Total Charge Amount</b>	Displays the total charges applicable for the credit card payment.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as Y.
<b>Narrative</b>	Displays the narrative as <b>Credit Card Payment by Account</b> and it can be modified.

### Credit Card Payment by Clearing Cheque:

**Figure 157: Credit Card Payment**

▲ Credit Card Payment By Cheque

Credit Card \*

Cheque Amount

Cheque Date \*  
Mar 26, 2020

Drawer Account \*

Exchange Rate  
1.00

Total Charges

Narrative \*  
Credit Card Payment by Clearing Cheque

Payment Mode

Cheque Number \*

Routing Number \*

Drawer Name

Credit Amount

► Charge Details

Submit Cancel

### 2.12.4.2 Main Transaction Details – By Clearing Cheque

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Credit Card Payment by Clearing Cheque](#).

#### Field Description: Credit Card Payment by Clearing Cheque

Field	Description
<b>Payment Mode</b>	Select the payment mode as <b>By Clearing Cheque</b> .
<b>Credit Card</b>	Specify the credit card number for which the payment to be made. When you press <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.
<b>Cheque Amount</b>	Select the transaction currency from the drop-down values and specify the payment amount.  <b>NOTE:</b> If Multi Currency and Total Charges Configuration is set as <b>Y</b> , then the currency in <b>Payment Amount</b> field to default credit card currency and it can be modified. If it is set as <b>N</b> , then Payment currency is defaulted and displayed.
<b>Cheque Number</b>	Specify the cheque number from which the amount to be drawn.
<b>Cheque Date</b>	Specify the date of the cheque.
<b>Routing Number</b>	Specify the routing number of the cheque.
<b>Drawer Name</b>	Specify the drawer name.
<b>Drawer Account</b>	Specify the drawer account number.

Field	Description
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y.
<b>Credit Amount</b>	Display the credit amount along with currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y.
<b>Total Charge Amount</b>	Displays the total charges applicable for the credit card payment.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as Y.
<b>Narrative</b>	Displays the narrative as <b>Credit Card Payment by Clearing Cheque</b> and it can be modified.

#### 2.12.4.3 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

#### 2.12.4.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the credit card payment is done successfully.

## 2.12.5 Stop Card Request

The Teller can use this screen to block the credit card of a Customer. To process this screen, type **Stop Card** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Credit Card**, click **Stop Card**.  
→ The **Stop Card Request** screen is displayed.

**Figure 158: Stop Card Request**

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Stop Card Request](#).

**Field Description: Stop Card Request**

Field	Description
<b>Card Number</b>	Specify the credit card number, which needs to be blocked. When you press <b>Tab</b> key, the system will fetch and display the following details: <ul style="list-style-type: none"> <li>• <b>Customer ID</b></li> <li>• <b>Account Number</b></li> <li>• <b>Branch</b></li> <li>• <b>Reference Number</b></li> </ul>
<b>Customer ID</b>	Displays the Customer ID for the credit card number specified.

Field	Description
<b>Account Number</b>	Displays the account number for the credit card number specified.
<b>Branch</b>	Displays the branch for the credit card number specified.
<b>Reference Number</b>	Displays the reference number for the credit card number specified.
<b>Card Status</b>	Select the card status ( <b>Active</b> or <b>Inactive</b> ) from the drop-down list.

### 2.12.5.1 Transaction Submission

1. Click **Submit** to complete the request.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the credit card will be blocked successfully.

## 2.13 Loan Transactions

This section describes the various screens used to perform the loan transactions. The screens are described in the following sub-sections:

- [2.13.1 Loan Disbursement by Cash](#)
- [2.13.2 Loan Repayment by Cash](#)

### 2.13.1 Loan Disbursement by Cash

The Teller can use this screen to disburse cash to a walk-in customer against a loan account. To process this screen, type **Loan Disbursement By Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Loan Transactions**, click **Loan Disbursement By Cash**.

→ The **Loan Disbursement By Cash** screen is displayed.

**Figure 159: Loan Disbursement By Cash**

**Loan Disbursement By Cash**

Loan Account \*

Disbursement Amount \*

Exchange Rate

Account Amount

Total Charges (LCY)

Narrative \*

▶ Charges

▶ Denomination

### 2.13.1.1 Main Transaction Details

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Loan Disbursement By Cash](#).

**Field Description: Loan Disbursement By Cash**

Field	Description
<b>Loan Account</b>	Specify the loan account number. When you press <b>Tab</b> key, the customer details and loan account details will be displayed in the <b>Customer Information</b> widget.
<b>Disbursement Amount</b>	<p>Select the disbursement currency and specify the disbursement amount.</p> <p><b>NOTE:</b> By default, the loan account currency is displayed as disbursement currency. If <b>Multi Currency Configuration</b> is set as <b>Y</b>, it can be modified and if it is <b>N</b>, then the default value cannot be modified.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Total Charges (LCY)</b>	<p>Displays the total charges in branch local currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	Displays the total cash to be disbursed to the customer in loan account currency.

Field	Description
	<b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> . If the loan account currency is different from disbursement currency, then the system will derive the account amount based on the exchange rate.
<b>Narrative</b>	Displays the narrative as <b>Loan Disbursement By Cash</b> and it can be modified.

### 2.13.1.2 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.13.1.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

### 2.13.1.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction submission, the transaction details are handed off to respective product processor to trigger disbursement and on transaction completion, the cash is disbursed successfully to the walk-in customer against the loan account.



## 2.13.2 Loan Repayment by Cash

The Teller can use this screen to accept cash from a walk-in customer to repay the loan amount. To process this screen, type **Loan Repayment By Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Loan Transactions**, click **Loan Repayment By Cash**.

→ The **Loan Repayment By Cash** screen is displayed.

**Figure 160: Loan Repayment By Cash**

**Loan Repayment By Cash**

Loan Account \*

Repayment Amount GBP ▼

Exchange Rate  ▼ ▲

Account Amount

Total Charges (LCY) GBP0.00

Narrative \*

► Charges

► Denomination

### 2.13.2.1 Main Transaction Details

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Loan Repayment By Cash](#).

**Field Description: Loan Repayment By Cash**

Field	Description
<b>Loan Account</b>	Specify the loan account number. When you press <b>Tab</b> key, the customer details and loan account details will be displayed in the <b>Customer Information</b> widget.
<b>Repayment Amount</b>	Select the repayment currency and specify the repayment amount.  <b>NOTE:</b> By default, the loan account currency is displayed as repayment currency.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y.
<b>Total Charges (LCY)</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Total Charge Configuration</b> at Function Code indicator level is set as Y.
<b>Account Amount</b>	Displays the repayment amount in loan account currency.

Field	Description
	<b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> . If the loan account currency is different from repayment currency, then the system will derive the account amount based on the exchange rate.
<b>Narrative</b>	Displays the narrative as <b>Loan Repayment By Cash</b> and it can be modified.

### 2.13.2.2 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.13.2.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

### 2.13.2.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction submission, the transaction details are handed off to respective product processor to trigger disbursement and on transaction completion, the loan amount is repaid successfully.

## 2.14 Islamic Transactions

This section describes the various screens used to perform the Islamic transactions. The screens are described in the following sub-sections:

- [\*2.14.1 Murabaha Payment By Cash\*](#)
- [\*2.14.2 Islamic Down Payment By Cash\*](#)
- [\*2.14.3 Islamic TD Account Opening\*](#)

### 2.14.1 Murabaha Payment By Cash

The Teller can use this screen to accept cash from a walk-in customer to repay the Murabaha loan amount. To process this screen, type **Murabaha Payment By Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Islamic Transactions**, click **Murabaha Payment By Cash**.

→ The **Murabaha Payment By Cash** screen is displayed.

**Figure 161: Murabaha Payment By Cash**

**Murabaha Payment By Cash**

Murabaha Account \*

Repayment Amount \*

Exchange Rate

Account Amount

Total Charge Amount

Narrative \*

▶ Charges

▶ Denomination

### 2.14.1.1 Main Transaction Details

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Murabaha Payment By Cash](#).

**Field Description: Murabaha Payment By Cash**

Field	Description
<b>Murabaha Account</b>	Specify the murabaha account number. When you press <b>Tab</b> key, the customer details and murabaha account details will be displayed in the <b>Customer Information</b> widget.
<b>Repayment Amount</b>	Select the repayment currency and specify the repayment amount.  <b>NOTE:</b> By default, the repayment currency is displayed as financing account currency. If the <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> , it can be modified, and if it is <b>N</b> , then the default value cannot be modified.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Total Charge Amount</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .

Field	Description
<b>Account Amount</b>	Displays the repayment amount in loan account currency. This amount will be derived based on the <b>Repayment Amount</b> and <b>Exchange Rate</b> .  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y.
<b>Narrative</b>	Displays the narrative as <b>Murabaha Payment By Cash</b> and it can be modified.

### 2.14.1.2 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.14.1.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

### 2.14.1.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the loan repayment details are handed off to Islamic Financing module using Payment service. It is accomplished by handing off the entries to Accounting system (Dr Cash GL and Cr Int. Bridge GL) as maintained in Accounting Definition screen, and the system updates the Till cash position.

## 2.14.2 Islamic Down Payment By Cash

The Teller can use this screen to make down payment by cash for an Islamic loan amount. To process this screen, type **Islamic Down Payment By Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Islamic Transactions**, click **Islamic Down Payment By Cash**.

→ The **Islamic Down Payment By Cash** screen is displayed.

**Figure 162: Islamic Down Payment By Cash**

Islamic Down Payment By Cash

Financing Account \*

Down Payment Amount \*

Exchange Rate

Account Amount

Total Charge Amount

GBP0.00

Narrative \*

Down Payment by Cash

Charges

Denomination

Submit Cancel



### 2.14.2.1 Main Transaction Details

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Islamic Down Payment By Cash](#).

**Field Description: Islamic Down Payment By Cash**

Field	Description
<b>Financing Account</b>	Specify the financing account number. When you press <b>Tab</b> key, the customer details and financing account details will be displayed in the <b>Customer Information</b> widget.
<b>Down Payment Amount</b>	<p>Select the down payment currency and specify the amount.</p> <p><b>NOTE:</b> By default, the down payment currency is displayed as financing account currency. If the <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>, it can be modified, and if it is <b>N</b>, then the default value cannot be modified.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Total Charges</b>	<p>Displays the total charges in branch local currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>

Field	Description
<b>Account Amount</b>	Displays the down payment amount in loan account currency. This amount will be derived based on the <b>Down Payment Amount</b> and <b>Exchange Rate</b> .  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y.
<b>Narrative</b>	Displays the narrative as <b>Islamic Down Payment By Cash</b> and it can be modified.

### 2.14.2.2 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.14.2.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

### 2.14.2.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the loan repayment details are handed off to Islamic Financing module. It is accomplished by handing off entries to accounting system (Dr Cash GL and Cr Int. Bridge GL) as maintained in Accounting Definition screen, and the system updates the Till cash position.

## 2.14.3 Islamic TD Account Opening

The Teller can use this screen to open an Islamic TD account. To process this screen, type **Islamic TD Account Opening** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Islamic Transactions**, click **Islamic TD Account Opening**.

→ The **Islamic TD Account Opening** screen is displayed.

**Figure 163: Islamic TD Account Opening**

**Islamic TD Account Opening**

Customer ID *	Customer Name
<input type="text"/>	<input type="text"/>
Mode Of Operations	Account Type
<input type="text"/>	Single <input type="radio"/> Joint <input type="radio"/>
Deposit Product *	Deposit Product Description
<input type="text"/> <input type="button" value="Fetch"/>	<input type="text"/>
Deposit Account Description *	Deposit Account Opening Date
<input type="text"/>	Mar 26, 2020 <input type="button" value="Calendar"/>
Deposit Amount *	Deposit Tenor
GBP <input type="text"/>	<input type="text"/>
Profit Rate	
<input type="text"/>	

▶ Funding Details

▶ Joint Holders

▶ Payout Details

▶ Rollover Details

▶ Denomination

### 2.14.3.1 Main Transaction Details

Specify the basic details for opening the term deposit account. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: TD Account Opening](#).

**Field Description: TD Account Opening**

<b>Field</b>	<b>Description</b>
<b>Customer ID</b>	Select the Customer ID from the list of values.
<b>Customer Name</b>	Displays the name of the specified Customer ID.
<b>Mode of Operation</b>	<p>Select the mode of operations from the drop-down list. The drop-down list shows the following values:</p> <ul style="list-style-type: none"> <li>• <b>Single</b></li> <li>• <b>Jointly</b></li> <li>• <b>Either Anyone or Survivor</b></li> <li>• <b>Former or Survivor</b></li> <li>• <b>Mandate Holder</b></li> </ul>
<b>Account Type</b>	Select the account type ( <b>Single</b> or <b>Joint</b> ).
<b>Deposit Product</b>	Specify the deposit product. Click <b>Fetch</b> to select the appropriate product type.
<b>Deposit Product Description</b>	Displays the description of the specified deposit product.
<b>Deposit Account Description</b>	Specify the description of the deposit account.
<b>Deposit Account Opening Date</b>	Specify the account opening date of the deposit account.
<b>Deposit Amount</b>	Specify the deposit amount along with the currency.
<b>Deposit Tenor</b>	Specify the deposit tenor in Days/Months/Years.
<b>Profit Rate</b>	Specify the profit rate.

### 2.14.3.2 Funding Details

**Figure 164: Funding Details (Cash)**

**Figure 165: Funding Details (Account)**

Specify the details in the **Funding Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Funding Details](#).

**Field Description: Funding Details**

Field	Description
<b>Pay By</b>	Select <b>Account</b> or <b>Cash</b> for the pay-in option.
<b>Account Number</b>	Specify the account number from which the deposit account need to be funded.  <b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b> .

Field	Description
<b>Account Branch</b>	Displays the branch of the selected account number.  <b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b> .
<b>Account Amount</b>	Displays the currency of the selected account number and the calculated account amount based on the exchange rate.  <b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b> .
<b>Cheque Number</b>	Specify the cheque number of the account.  <b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b> .
<b>Cheque Date</b>	Specify the date as mentioned in the cheque.  <b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b> .
<b>Transaction Amount</b>	Specify the transaction currency if the <b>Pay By</b> is selected as <b>Cash</b> .  <b>NOTE:</b> By default, branch currency will be shown and allows for editing. In addition, the system defaults the transaction amount based on the transaction currency selected.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the deposit currency into account or transaction currency and it can be modified.

Field	Description
	<b>NOTE:</b> If deposit currency is same as the account or transaction currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.

### 2.14.3.3 Joint Holders Details

Figure 166: Joint Holders Details

Specify the details of the joint holders for the deposit account, if the account type is maintained as **Joint**. For more information on fields, refer to table [Field Description: Joint Holders](#).

#### Field Description: Joint Holders

Field	Description
<b>Joint Holder ID</b>	Select the customer ID which is considered as joint account holder for the deposit account.
<b>Joint Holder Name</b>	Displays the customer name as joint holder name.
<b>Relationship</b>	Select the relationship of the joint account holder from the drop-down list.
<b>Joint Holder's Type</b>	Select the joint holder's type from the drop-down list.

### 2.14.3.4 Maturity Payment Details

**Figure 167: Payout Details**

Specify the parameters for automatic payout through either account transfer, bankers cheque, or demand draft. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Payout Details](#).

**Field Description: Payout Details**

Field	Description
<b>Component Type</b>	Select the component type from the drop-down list. ( <b>Principal</b> or <b>Profit</b> )
<b>Repayment By</b>	Select the repayment option from the drop-down list ( <b>Account</b> , <b>Bankers Cheque</b> , or <b>Demand Draft</b> ).
<b>Payment Account</b>	Specify the account to which the repayment to be made. This field allows you to input only if repayment is by account.
<b>Account Branch</b>	Displays the account branch based on the payment account selected.



Field	Description
<b>Beneficiary Name</b>	Specify the name of the beneficiary for the payout of BC or DD drawn.  <b>NOTE:</b> This field allows you to input only if the repayment is by BC or DD.
<b>Beneficiary Address 1 to Beneficiary Address 4</b>	Specify the address of beneficiary for the payout.

### 2.14.3.5 Maturity Instruction Details

Figure 168: Rollover Details

**Rollover Details**

Auto Renewal ☐

Renewal Type

Renewal Amount

Renewal Tenor

Specify the parameters for auto renewal of deposit account. For more information on fields, refer to table [Field Description: Rollover Details](#).

Field Description: Rollover Details

Field	Description
<b>Auto Renewal</b>	Select if auto renewal required for the deposit account.
<b>Renewal Type</b>	Specify the renewal type from the drop down values ( <b>Principal</b> , <b>Principal + Profit</b> , <b>Special Amount</b> or <b>Profit</b> ).  <b>NOTE:</b> This field is mandatory to input if auto renewal is selected.

Field	Description
Renewal Amount	Specify the renewal amount and renewal currency.  <b>NOTE:</b> The renewal currency is displayed as deposit currency.
Renewal Tenor	Specify the renewal tenor in days/months/year.

### 2.14.3.6 Denomination details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

### 2.14.3.7 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the loan repayment details are handed off to Islamic Financing TD module for account creation.

## 2.15 Session Teller Transactions

This section describes the various screens used to perform the Session Teller transactions. The cash transactions can be performed only when the Teller Session is started, refer to the topic [2.4.13.1 Start Teller Session](#) in this guide. The Teller can enter the denomination details for a Teller Session in the **Stop Teller Session**. For more information, refer to the topic [2.4.13.2.3 Teller Session Denomination Details](#) in this guide. The screens are described in the following sub-sections:

- [2.15.1 Cash Deposit](#)
- [2.15.2 Cash Withdrawal](#)
- [2.15.3 FX Sale Against Walk-in](#)
- [2.15.4 FX Purchase Against Walk-in](#)

### 2.15.1 Cash Deposit

This screen is used to deposit the cash in a CASA. Cash can be deposited in either account currency or any foreign currency that is allowed. Whenever any transaction in foreign currency is posted to the account, it is converted to the account currency based on the maintained exchange rate for the transaction.

To process this screen, type **Cash Deposit** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Session Teller Transactions**, click **Cash Deposit**.

→ The **Cash Deposit** screen is displayed.

**Figure 169: Cash Deposit**

The screenshot displays the 'Cash Deposit' screen with the following fields and controls:

- Account Number \***: A text input field.
- Transaction Amount \***: A dropdown menu showing 'GBP' and an adjacent text input field.
- Exchange Rate**: A text input field showing '1.00' with up and down arrow buttons.
- Account Amount**: A text input field.
- Total Charge Amount**: A text input field showing 'GBP0.00'.
- Narrative \***: A text input field showing 'Cash Deposit'.
- Charge Details**: A section header with a right-pointing arrow.
- Submit** and **Cancel** buttons: Located at the bottom right of the screen.

### 2.15.1.1 Main Transaction Details

Specify the details in the **Cash Deposit** screen. For more information on this segment, refer to the topic [2.6.1.1 Main Transaction Details](#) in this guide.

### 2.15.1.2 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.15.1.3 Transaction Submission

Click **Submit** to complete the transaction. For more information, refer to the topic [2.6.1.4 Transaction Submission](#) in this guide.

→ The **Transaction Completed Successfully** information message is displayed.

### 2.15.2 Cash Withdrawal

This screen is used to withdraw funds from CASA account of the customer. The withdrawal is subject to the availability of sufficient balance or available credit limit. When the transaction is performed, it updates the available balance in the CASA account immediately.

To process this screen, type **Cash Withdrawal** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Session Teller Transactions**, click **Cash Withdrawal**.

→ The **Cash Withdrawal** screen is displayed.

**Figure 170: Cash Withdrawal**

Cash Withdrawal

Account Number \*

Transaction Amount \*

Exchange Rate

1.00

Total Charge Amount

GBP0.00

Narrative \*

Cash Withdrawal

Charge Details

Submit Cancel

### 2.15.2.1 Main Transaction Details

Specify the details in the **Cash Deposit** screen. For more information on this segment, refer to the topic [2.6.2.1 Main Transaction Details](#) in this guide.

### 2.15.2.2 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.15.2.3 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the cash is withdrawn successfully from the customer account. For more information on transaction submission and validations, refer to the topic [2.6.1.4 Transaction Submission](#) in this guide.

## 2.15.3 FX Sale Against Walk-in

This screen is used to sell a foreign currency to a walk-in customer in return for the equivalent amount received in another currency.

To process this screen, type **FX Sale - Walk-in** in the Menu Item Search located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Session Teller Transactions**, click **FX Sale - Walk-in**.

→ The **FX Sale Against Walk-in** screen is displayed.

**Figure 34: FX Sale Against Walk-in**

FX Sale Against Walk-in

Amount Sold \*  
GBP

Currency Received \*  
[Search]

Beneficiary Name \*  
[Text Field]

Beneficiary Address1  
[Text Field]

Beneficiary Address2  
[Text Field]

Beneficiary Address3  
[Text Field]

Beneficiary Address4  
[Text Field]

Identification Type  
[Dropdown]

Identification Number  
[Text Field]

Exchange Rate  
1.00 [Up] [Down]

Amount Received  
[Text Field]

Total Charge Amount  
GBP0.00

Narrative \*  
FX Sale Against Walk-in

Charge Details

Submit Cancel

### 2.15.3.1 Main Transaction Details

Specify the details in the **Cash Deposit** screen. For more information on this segment, refer to the topic [2.6.5.1 Main Transaction Details](#) in this guide.

### 2.15.3.2 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.15.3.3 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the teller cash position to the equivalent of Sold currency is deducted and Received currency is incremented. For more information on transaction submission and validations, refer to the topic [2.6.1.4 Transaction Submission](#) in this guide.



## 2.15.4 FX Purchase Against Walk-in

This screen is used to buy foreign currency from walk-in customers. To process this screen, type **FX Purchase - Walk-in** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Session Teller Transactions**, click **FX Purchase - Walk-in**.

→ The **FX Purchase Against Walk-in** screen is displayed.

**Figure 171: FX Purchase Against Walk-in**

**FX Purchase Against Walk-in**

<p><b>Amount Bought *</b></p> <p>GBP ▼</p> <p><b>Beneficiary Name *</b></p> <p>Beneficiary Address 2</p> <p>Beneficiary Address 4</p> <p>Identification Number</p> <p>Amount Paid</p> <p><b>Narrative *</b></p> <p>FX Purchase Against Walk-in</p>	<p><b>Currency Paid *</b></p> <p>Beneficiary Address 1</p> <p>Beneficiary Address 3</p> <p>Identification Type</p> <p>Select ▼</p> <p>Exchange Rate</p> <p>Total Charges</p> <p>GBP0.00</p>
--	---

▶ Charge Details

Submit Cancel

### 2.15.4.1 Main Transaction Details

Specify the details in the **Cash Deposit** screen. For more information on this segment, refer to the topic [2.6.7.1 Main Transaction Details](#) in this guide.

### 2.15.4.2 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.15.4.3 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated, and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the teller cash position is updated based on the currency of the **Amount Bought** and the **Amount Paid** fields. For more information on transaction submission and validations, refer to the topic [2.6.1.4 Transaction Submission](#) in this guide.

## 2.15.5 Loan Repayment by Cash

The Teller can use this screen to accept cash from a walk-in customer to repay the loan amount. To process this screen, type **Loan Repayment By Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**. On Teller Mega Menu, under **Session Teller Transactions**, click **Loan Repayment by cash**.

→ The **Loan Repayment By Cash** screen is displayed.

**Figure 172: Loan Repayment By Cash (without Multi Currency and Total Charges)**

The screenshot shows the 'Loan Repayment By Cash' interface. It includes the following elements:

- Loan Account:** A text input field.
- Exchange Rate:** A dropdown menu showing '1.00' with up/down arrows.
- Total Charges (LCY):** A text box displaying 'GBP0.00'.
- Repayment Amount:** A dropdown menu showing 'GBP' and an adjacent text input field.
- Account Amount:** A text input field.
- Narrative:** A text box containing 'Loan Repayment By Cash'.
- Charges:** A section header with a right-pointing arrow.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom right.

### 2.15.5.1 Main Transaction Details

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Loan Repayment By Cash Screen](#).

**Field Description: Loan Repayment By Cash Screen**

Field	Description
<b>Loan Account</b>	Specify the loan account number. When you press <b>Tab</b> key, the customer details and loan account details will be displayed in the <b>Customer Information</b> widget.
<b>Repayment Amount</b>	Select the repayment currency and specify the repayment amount.  <b>NOTE:</b> By default, the loan account currency is displayed as repayment currency.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Total Charges (LCY)</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Total Charge Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Account Amount</b>	Displays the repayment amount in loan account currency.

Field	Description
	<b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> . If the loan account currency is different from repayment currency, then the system will derive the account amount based on the exchange rate.
<b>Narrative</b>	Displays the narrative as <b>Loan Repayment By Cash</b> and it can be modified.

### 2.15.5.2 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

### 2.15.5.3 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the loan amount is repaid successfully.

## 2.16 MAV Operations

This section describes the various screens used to perform the MAV Operations. The screens are described in the following sub-sections:

- [2.16.1 Issue of MAVs Maintenance](#)
- [2.16.2 Cancellation of MAV Payments](#)
- [2.16.3 Batch Processing for Future Dated Payments](#)
- [2.16.4 Blocked MAV Numbers Maintenance](#)
- [2.16.5 MAV Batch Process](#)

## 2.16.1 Issue of MAVs Maintenance

This screen is used to view the issued MAVs. To process this screen, type **Issue of MAVs Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **MAV Operations**, click **Issue of MAVs Maintenance**.

→ The **Issue of MAVs Maintenance (Summary)** screen is displayed.

**Figure 173: Issue of MAVs Maintenance (Summary)**

2. In the **Issue of MAVs Maintenance (Summary)** screen, click **+** icon.

→ The **Issue of MAVs** screen is displayed.

**Figure 174: Issue of MAVs**

### 2.16.1.1 Main Transaction Details

Specify the details in the **Issue of MAVs** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Issue of MAVs](#) Issue of MAVs Maintenance.

**Field Description: Issue of MAVs**

Field	Description
<b>Issue Number</b>	Displays the auto generated Issue Number.
<b>Batch Number</b>	Specify the batch under which the MAVs are being issued. You can specify a four-digit batch number for every MAV issue record created.
<b>Beneficiary Branch</b>	Displays the Beneficiary Branch.
<b>Beneficiary Account</b>	Specify the customer account that should be credited on receipt of payment Of this MAV. You can also select customer account number from the list of values.
<b>Processed Status</b>	By default, the status is displayed as <b>Unprocessed</b> . After you run the batch, the status will be updated as <b>Processed</b> .
<b>Amount</b>	Specify the amount for which the corresponding MAV is being issued.
<b>Debtor Name</b>	Specify the name of the debtor who will be making the payment of the MAV.
<b>Debtor Address</b>	Specify the address of the debtor up to twenty-five characters.
<b>Debtor City</b>	Specify the city of the debtor. You can specify any value up to twenty-five characters.

	<p>Click <b>Save</b>. On save, the system populates the following details:</p> <ul style="list-style-type: none"> <li>• MAV ID</li> <li>• Issue Date</li> <li>• Expiration Date</li> <li>• Issue Status</li> <li>• Print Status</li> <li>• Print Request</li> <li>• ABI Code</li> </ul>
<b>Debtor Zip</b>	Specify the zip of the debtor zip code to five characters.

After filling the necessary details, you can perform any of the following actions:

- Click **Save** to complete the transaction.
  - A MAV ID for each record is generated and the **Record Saved Successfully** information message is displayed.
- Click **Cancel** to terminate the operation.

When you save and authorize a MAV issue record, the system updates the **Process Status** as **Unprocessed** and the **Issue Status** of each MAV is updated as **Active**.



After running MAV Batch Process for this batch, then accounting, entries are passed as follows:

- Debit Asset GL and credit Liability GL for the total of MAV Amount issued in this batch.
- Debit beneficiary account and credit income GL for the total charges for this batch.

Once a payment is received for an MAV, the system updates the 'Issue Status' to **Liquidated**. If the issues MAV is not paid on or before expiration date then its status becomes **Cancelled**.

Receipt of Payment on an MAV or cancellation of an MAV is possible only if the process status of its issue record is **Processed**.

In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Issue of MAVs based on the specified search criteria. You can search the records based on the following criteria:
  - **Issue Number**
  - **Branch Code**
  - **Batch Number**
  - **Beneficiary CIF**
  - **Beneficiary Branch**
  - **Beneficiary CIF**
  - **Processed Status**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** - Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to refresh all records configured in the summary view.

## 2.16.2 Cancellation of MAV Payments

This feature is used for processing the future dated payments received for MAVs and RAVs records. It can be configured only after you change the branch date. The cancellation of MAV payments is accomplished as follows:

- For an MAV issued (from **Issue of MAVs** screen) if no payment is received within the validity period, system will mark such MAV ID as **Cancelled**.



- Validity period for a MAV issued will be the period between the Issue date and (Issue Date + Validity Days) maintained in **MAV RAV FRECCIA Parameters** screen.
- A new task will be introduced to identify and cancel MAVs issued.
- Upon cancellation of an issued MAV, system will post the following accounting entries in order to reverse the accounting entries passed when the MAV was issued.

Dr/Cr	Account	Amount
Dr	Portfolio GL (Liability) maintained for MAV in DEDMAVPM screen	Amount associated with the MAV being cancelled.
Cr	Portfolio GL (Asset) maintained for MAV in DEDMAVPM screen	Amount associated with the MAV being cancelled.

- The new task functionality will be as follows:
  - This task has to be configured in post the branch date change of **OBREMO**
  - Whenever the task runs, it will identify if there are any issued MAVs whose validity period is over and no payment has been received on them i.e. issued MAVs whose (Issue Date + Validity Days) is less than or equal to the current system date and have **Issue Status** as Active.
  - If yes, amounts of all such MAVs will be added up and 1 set of consolidated accounting entries as specified above, will be passed.
  - Each of the identified MAV will be marked as **Cancelled**.
- Payments can be received on Cancelled MAVs using **Mavs Ravs Freccias Payment by Cash** or **Mavs Ravs Freccias Payment by Account** screens.

### 2.16.3 Batch Processing for Future Dated Payments

This feature is used for processing the future dated payments received for MAVs and RAVs records. It can be configured only after you change the branch date. The batch processing of future dated payments is accomplished as follows:

- It will identify all the MAV (**On Us** and **Off Us**) and RAV payments to be liquidated on that date i.e. payments received (From Account payments only) with Payment Registration Date equal to or less than the current system date and are yet to be liquidated (i.e. Status is **Not Liquidated**).

- From the list of identified MAV/ RAV payment records, for each payment, system will check if the associated Debit Account has sufficient funds to liquidate the payment. If yes then only the payment transaction will be done in the system. Else, the corresponding payment record will not be considered for liquidation.

## 2.16.4 Blocked MAV Numbers Maintenance

This screen is used to block certain Internal ID numbers (serial numbers) which are used while generating Super MAV IDs using the **Blocked MAV Numbers** screen.

To process this screen, type **Blocked MAV Numbers Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

- From **Home screen**, click **Teller**. On Teller Mega Menu, under **MAV Operations**, click **Blocked MAV Numbers Maintenance**.

→ The **Blocked MAV Numbers Maintenance** (Summary) screen is displayed.

**Figure 175: Blocked MAV Numbers Maintenance (Summary)**



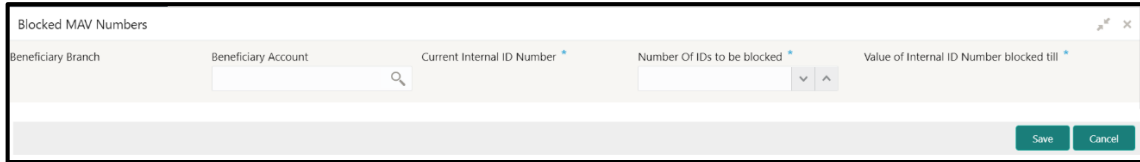
Beneficiary Account:	Beneficiary Branch:
ACC1	12322200000030
Unauthorized	Closed
Unauthorized	Open

Page 1 of 3 (1 - 10 of 23 items)

2. In the **Blocked MAV Numbers Maintenance** (Summary) screen, click  icon.

→ The **Blocked MAV Numbers** screen displays.

**Figure 176: Blocked MAV Numbers**



Specify the details in the **Blocked MAV Numbers** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Blocked MAV Numbers](#).

**Field Description: Blocked MAV Numbers**

Field	Description
<b>Beneficiary Branch</b>	Displays the Beneficiary Branch.
<b>Beneficiary Account</b>	Specify the beneficiary customer account for the MAVs. The adjoining option list displays all open and authorized accounts maintained in the system. You can choose the appropriate one.
<b>Current Internal ID number</b>	Displays the Current Internal ID number.
<b>Value of Internal ID Number blocked till</b>	Displays the of Internal ID Number blocked till, which is computed by the system.  <b>NOTE:</b> The value of Internal ID Number blocked till is the sum of Current Internal ID and Number of IDs to be blocked.
<b>Number of IDs to be blocked</b>	Specify the number of IDs to be blocked.



After filling the necessary detail, you can perform any of the following actions:

- Click **Save** to complete the transaction.

→ **Record Saved Successfully** information message is displayed.

- Click **Cancel** to terminate the operation.

In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Blocked MAV Numbers based on the specified search criteria. You can search the records based on the following criteria:
  - **Beneficiary Account**
  - **Beneficiary Branch**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** - Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to refresh all records configured in the summary view.

## 2.16.5 MAV Batch Process

This screen is used to process all the MAVs for a batch in the **MAV Batch Process** screen.

To process this screen, type **MAV Batch Process** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, On Teller Mega Menu, under **MAV Operations**, click **MAV Batch Process**.

→ The **MAV Batch Process** screen is displayed.

**Figure 177: MAV Batch Process**

### 2.16.5.1 Main Transaction Details

Specify the details in the **MAV Batch Process** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: MAV Batch Process](#).

#### Field Description: MAV Batch Process

Field	Description
<b>Batch Number</b>	Specify the number of the batch that needs to be processed. The adjoining option list displays the batch numbers of all the active and unprocessed MAV records available in the system. You can choose the appropriate one. The system displays the Batch Run Date.

Click the **Submit** button. The system identifies all the authorized, active and unprocessed MAV records available in the specified branch for the specified batch number. It totals the amounts these MAV records and posts the following accounting entries:

Dr/Cr	Description	Amount
Portfolio GL (Asset) maintained for MAV	Total Amount of the MAVs in batch	Dr

The **Process Status** for each MAV taken up for processing is updated by the system as **Processed**. Once you process a batch, the system will not allow you to process it again for that branch-date combination.

For each beneficiary account for the batch number it processes, the system checks if you have maintained any **MAV Issue Charge Amount** for the beneficiary account in **Customer Accounts Maintenance** screen. If you have maintained this amount, the system computes the number of MAVs issued against this beneficiary account as part of the current batch being processed and multiplies the number with the charge amount. It then debits this amount to the account for issuing the MAVs and posts the following entries:

Dr/Cr	Description	Amount
Beneficiary Account	Amount to be charged from the account for issuing the MAVs	Dr
Income GL	Amount to be charged from the account for issuing the MAVs	Cr

## 2.17 Journal Log

This section describes the various screens used to check the status of the transactions. The screens are described in the following sub-sections:

- [2.16.1 Electronic Journal](#)
- [2.16.2 Servicing Journal](#)

### 2.17.1 Electronic Journal

Tellers and Supervisors can use this screen to view the status of the cash transactions performed by them on the posting date. Tellers can view the status of the transactions performed only by them and Supervisors can view the status of the transactions performed by them and other Tellers. This screen is used to perform the following operations:

- View the status of all transactions performed by the logged-in Teller ID.
- Reverse the completed transaction posted by Teller during the day.
- Re-submit the incomplete transactions performed by the logged-in Teller ID, that are either:
  - Approved by the supervisor and moved to Teller EJ log for re-submission.

- Transactions processed by external system (say Oracle Banking Payments) and responded to Teller with the status as **Success**.
- Reject the incomplete transactions that are either:
  - Rejected by external system (say Oracle Banking Payments) with the status as **Reject**.
  - Prompted with error due to processing validations.
- View the approval history to see the list of all transactions that are either approved or rejected by the logged-in approver ID.
- Approve or Reject the transactions that are assigned to the logged-in Approver ID during the day.

To process this screen, type **Electronic Journal** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Journal Log**, click **Electronic Journal**.

→ The **Teller Transaction** screen is displayed.

**Figure 178: Teller Transaction**

The screenshot displays the 'Teller Transaction' application window. It features a grid of search filters for data entry. The filters include:
 

- Branch Posting Date**: Set to 'Mar 26, 2020' with a calendar icon.
- Teller ID**: Set to 'SHASHI' with a search icon.
- Function Code**: Empty field with a search icon.
- Account Number**: Empty field with a search icon.
- Teller Sequence Prefix**: Empty field with a search icon.
- From Sequence Number** and **To Sequence Number**: Fields with up/down arrows for range selection.
- From Transaction Time** and **To Transaction Time**: Fields with clock icons for time selection.
- From Amount Range** and **To Amount Range**: Empty fields for amount ranges.
- Transaction Status**: A dropdown menu currently showing 'Sent Back'.

 At the bottom right of the filter grid are two buttons: 'Clear' and 'Fetch'. An 'Exit' button is located at the bottom right corner of the window.

**Figure 179: List of Transactions**

The screenshot shows a window titled "Teller Transaction" with a close button (X) in the top right corner. The window contains the following fields:

- Branch Posting Date:** 2020-03-26
- Teller ID:** SHASHI
- Transaction Status:** Completed

A blue-bordered box on the left contains the following details:

- Transaction Reference/Teller Sequence:** 0002008600020313/ CD155
- Function Code:** 1401- Cash Deposit
- Transaction Amount:** GBP200.00
- Account Number:** 00000001060032
- Teller ID:** SHASHI
- Teller Remarks:** No Comments

At the bottom right of the window is a green "Exit" button. There are also three small circular icons at the bottom of the blue-bordered box.

Specify the details in **Electronic Journal** screen to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Electronic Journal](#).

**Field Description: Electronic Journal**

Field	Description
<b>Branch Posting Date</b>	Specify the branch posting date for which the inquiry is to be made.  <b>NOTE:</b> By default, the current posting date is displayed.
<b>Teller ID</b>	Select the Teller ID from the list of values.
<b>Function Code</b>	Specify the Function code for which the inquiry is to be made.



Field	Description
	<b>NOTE:</b> The adjoining option provides the list of all function codes maintained.
<b>Account Number</b>	Specify the account number. The LOV fetch list all account numbers maintained.
<b>Teller Sequence Prefix</b>	Select from the list of values.
<b>From Sequence Number</b>	Specify the start number of the sequence range.
<b>To Sequence Number</b>	Specify the end number of the sequence range.
<b>From Transaction Time</b>	Specify the transaction start time.
<b>To Transaction Time</b>	Specify the transaction end time.
<b>From Amount Range</b>	Specify the “from” amount of the amount range.
<b>To Amount Range</b>	Specify the “to” amount of the amount range.
<b>Transaction Status</b>	Select the transaction status.  <b>NOTE:</b> By default, <b>Pending</b> status is selected.

After filling the necessary fields, you can do any of the following steps:

- Click **Fetch** to get the list of transactions based on the query criteria specified. When you click **Fetch**, the following details are displayed for each transaction:
  - **Teller Reference/Teller Sequence**
  - **Function Code**
  - **Transaction Amount**
  - **Account Number**
  - **My Remarks**

- Click **Clear** to clear the transaction list.
- Click view icon to get the transaction details.
- Click reverse icon to reverse the transaction.

## 2.17.2 Servicing Journal

Tellers and Supervisors can use this screen to view the status of the non-cash transactions performed by them on the posting date. For more details, refer to the description in topic [2.15.1 Electronic Journal](#).

To process this screen, type **Servicing Journal** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Journal Log**, click **Servicing Journal**.

→ The **Servicing Transaction** screen is displayed.

**Figure 180: Servicing Transaction**

The screenshot displays the 'Servicing Transaction' window with the following fields and controls:

- Branch Posting Date \***: Mar 26, 2020 (with a calendar icon)
- Teller ID**: SHASHI (with a search icon)
- Function Code**: (with a search icon)
- Account Number**: (with a search icon)
- Teller Sequence Prefix**: (with a search icon)
- From Sequence Number**: (with up/down arrows)
- To Sequence Number**: (with up/down arrows)
- From Transaction Time**: (with a clock icon)
- To Transaction Time**: (with a clock icon)
- From Amount Range**: (empty text field)
- To Amount Range**: (empty text field)
- Transaction Status**: Sent Back (dropdown menu)

Buttons at the bottom right include **Clear**, **Fetch**, and **Exit**.

**Figure 181: List of Transactions**

Servicing Transaction

Branch Posting Date

2020-03-26

Teller ID

SHASHI

Transaction Status

Completed

Transaction Reference/Teller Sequence

000201209996/ 3

Function Code

1321- Close Out Withdrawal by Cash

Transaction Amount

Account Number

Teller ID

SHASHI

Teller Remarks

No Comments

Page 1 of 1 (0 of 1 items)

<

1

>

Exit

Specify the details to fetch the records. For more information on fields, refer to table [Field Description: Servicing Journal](#).

**Field Description: Servicing Journal**

Field	Description
<b>Branch Posting Date</b>	Specify the branch posting date for which the inquiry is to be made.  <b>NOTE:</b> By default, the current posting date is displayed.
<b>Teller ID</b>	Select the Teller ID from the list of values.
<b>Function Code</b>	Specify the Function code for which the inquiry is to be made.  <b>NOTE:</b> The adjoining option provides the list of all function codes maintained.

Field	Description
<b>Account Number</b>	Specify the account number. The LOV fetch list all account numbers maintained.
<b>Teller Sequence Prefix</b>	Select from the list of values.
<b>From Sequence Number</b>	Specify the start number of the sequence range.
<b>To Sequence Number</b>	Specify the end number of the sequence range.
<b>From Transaction Time</b>	Specify the transaction start time.
<b>To Transaction Time</b>	Specify the transaction end time.
<b>From Amount Range</b>	Specify the “from” amount of the amount range.
<b>To Amount Range</b>	Specify the “to” amount of the amount range.
<b>Transaction Status</b>	Select the transaction status.  <b>NOTE:</b> By default, <b>Pending</b> status is selected.

After filling the necessary fields, you can do the following steps:

- Click **Fetch** to get the list of transactions based on the query criteria specified. When you click **Fetch**, the following details are displayed for each transaction:
  - Teller Reference/Teller Sequence**
  - Function Code**
  - Transaction Amount**
  - Account Number**
  - Teller Id**
  - Teller Remarks**
- Click **Clear** to clear the transaction list.

- Click view icon to get the transaction details.
- Click reject icon to reject the transaction.
- Click approve icon to approve the transaction.

## 2.18 Customer Service

This section describes the various screens used customer services and inquiries. The screens are described in the following sub-sections:

- [\*2.17.1 Cheque Status Enquiry\*](#)
- [\*2.17.2 Stop Cheque Request\*](#)
- [\*2.17.3 Cheque Book Request\*](#)
- [\*2.17.4 Passbook Issue\*](#)
- [\*2.17.5 Passbook Update\*](#)
- [\*2.17.6 Passbook Status Change\*](#)
- [\*2.17.7 Account Balance Inquiry\*](#)
- [\*2.17.8 Account Statement Request\*](#)
- [\*2.17.9 Customer Address Update\*](#)
- [\*2.17.10 Account Address Update\*](#)
- [\*2.17.11 Customer Contact Details Update\*](#)

## 2.18.1 Cheque Status Inquiry

The Teller can use this screen to query the details of a cheque by specifying the account number of the customer and cheque number.

To process this screen, type **Cheque Status Inquiry** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Cheque Status Inquiry**.

→ The **Cheque Status Enquiry** screen is displayed.

**Figure 182: Cheque Status Enquiry**

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Cheque Status Enquiry](#).

**Field Description: Cheque Status Enquiry**

Field	Description
<b>Account Number</b>	Specify the account number for which the cheque status needs to be enquired.

Field	Description
<b>Cheque Number</b>	Specify the cheque number.
<b>Query</b>	Click this icon to fetch the details of the cheque.
<b>Clear</b>	Click this icon to clear the details.
<b>Account Name</b>	Displays the name of the account holder.
<b>Account Branch</b>	Displays the account branch code.
<b>Customer ID</b>	Displays the customer ID of the account.
<b>Cheque Status</b>	Displays the status of the cheque ( <b>Used</b> , <b>Unused</b> , or <b>Stopped</b> ).
<b>Value Date</b>	Displays the date specified on the cheque.
<b>Cheque Amount</b>	Displays the cheque amount.
<b>Beneficiary</b>	Displays the name of the beneficiary.

## 2.18.2 Stop Cheque Request

The Teller can use this screen to initiate stop payment of cheque as requested by the customer. A stop payment request is an instruction given by a customer to the bank directing it to stop payment against a Cheque. This instruction can be based on single cheque or a range of cheque numbers.

To process this screen, type **Stop Cheque Request** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Stop Cheque Request**.

→ The **Stop Cheque Request** screen is displayed.

**Figure 183: Stop Cheque Request**

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Stop Cheque Request](#).

**Field Description: Stop Cheque Request**

Field	Description
<b>Account Number</b>	Specify the account number for which you need to enforce a stop payment.
<b>Cheque Number</b>	Specify the cheque number on which the stop payment to be enforced.



Field	Description
<b>Select Multiple Cheques</b>	Select this option to enforce stop payment on multiple cheques of the customer account.
<b>Cheque Amount</b>	Specify cheque amount for which the cheque is drawn. The cheque currency is defaulted to account currency.
<b>Effective Date</b>	Specify the date on which the cheque is drawn.
<b>Expiry Date</b>	Specify the expiry date of the cheque.
<b>Reason Type</b>	Specify the type of stop payment ( <b>Stop</b> or <b>Lost</b> ).
<b>Total Charge Amount</b>	Displays the total charge amount, which is computed by the system in local currency of the branch.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Narrative</b>	The system displays the default narrative <b>Stop Cheque Request</b> and it can be modified. You can specify the reason/purpose for which the stop payment is issued

When you click **Submit**, the request is handed off to the core UBS system to update the stop payment status in Customer Accounts Maintenance to indicate the presence of a stop payment instruction for the customer account.

### 2.18.3 Cheque Book Request

This screen is used to initiate the cheque book request for a customer account. To process this screen, type **Cheque Book Request** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Cheque Book Request**.

→ The **Cheque Book Request** screen is displayed.

**Figure 184: Cheque Book Request**

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Cheque Book Request](#).

**Field Description: Cheque Book Request**

Field	Description
<b>Account Number</b>	Specify the account number for which the cheque book request to be initiated.
<b>Cheque Book Type</b>	Specify the type of cheque book that needs to be issued ( <b>Normal</b> or <b>At Par</b> ).

Field	Description
<b>Number of Leaves</b>	Specify the number of leaves ( <b>10, 25, 50, or 100</b> ).
<b>First Cheque Number</b>	Specify the number of first cheque.
<b>Request Date</b>	By default, the current posting date is displayed as the request date.
<b>Deliver To</b>	Specify the mode of delivery ( <b>Branch or Post</b> ).
<b>Address Line 1 to Address Line 4</b>	Specify the address of the Customer if the delivery mode is selected as <b>Post</b> . By default, the address of the customer account is displayed and it can be modified.
<b>Narrative</b>	Displays the default narrative as <b>Cheque Book Request</b> and it can be modified.

When you click **Submit**, the request is handed off to the core UBS system for the cheque book issuance of the customer account.

## 2.18.4 Passbook Issue

The Teller can use this screen to issue a new passbook for a customer account. To process this screen, type **Passbook Issue** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Passbook Issue**.

→ The **Passbook Issue** screen is displayed.

**Figure 185: Passbook Issue**

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Passbook Issue](#).

### Field Description: Passbook Issue

Field	Description
<b>Account Number</b>	Specify the account number for which the passbook needs to be issued.

Field	Description
<b>Account Currency</b>	Displays the currency of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Open Date</b>	Displays the account opening date.
<b>Customer ID</b>	Displays the customer ID.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the customer.
<b>Passbook Number</b>	Displays the passbook number that needs to be issued.  <b>NOTE:</b> The passbook number is generated based on the instrument number maintenance.
<b>Passbook Status</b>	By default, the passbook status is displayed as <b>Issued</b> .
<b>Total Charge Amount</b>	Displays the total charge amount, which is computed by the system in local currency of the branch.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the default narrative as <b>Passbook Issue</b> and it can be modified.
<b>Old Passbook Details</b>	Specify the fields.

Field	Description
<b>Passbook Number</b>	Displays the old passbook number that is issued to the customer account.
<b>Issue Date</b>	Displays the issue date of the old passbook.
<b>Status Movement</b>	Displays the current status of the passbook.
<b>Status Change Date</b>	Displays the date on which the current status got modified.

When you click **Submit**, the passbook issue request is handed off to the UBS system to update the passbook issue request for the customer account.

## 2.18.5 Passbook Update

The Teller can use this screen to update the passbook of a customer account. To process this screen, type **Passbook Update** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Passbook Update**.

→ The **Passbook Update** screen is displayed.

**Figure 186: Passbook Update**

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Passbook Update](#).

**Field Description: Passbook Update**

Field	Description
<b>Account Number</b>	Specify the account number for which the passbook needs to be updated.
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.

Field	Description
<b>Passbook Number</b>	Displays the passbook number that needs to be updated.
<b>Start Line</b>	Specify the start line of the passbook to enter the transaction details.
<b>Previous Balance</b>	Displays the previous balance in the passbook.
<b>Compression Required</b>	Check this box to modify the defaulted values related to transaction compression.
<b>Compression Start Date</b>	Displays the compression start date.
<b>Compression End Date</b>	Displays the compression end date.

When you click **Submit**, the request is handed off to the UBS system to fetch and update the passbook statement of the customer account.



## 2.18.6 Passbook Status Change

The Teller can use this screen to initiate status change of a passbook for a customer account. To process this screen, type **Passbook Status Change** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Passbook Status Change**.

→ The **Passbook Status Change** screen is displayed.

**Figure 187: Passbook Status Change**

Passbook Status Change

Account Number \*  
 Account Branch \*  
 Account Name \*  
 Customer ID \*  
 Passbook Number \*  
 Issue Date  
 Passbook Status  
 Active  
 Status Change Date  
 Status Description  
 Narrative \*  
 Passbook Status Change

Old Passbook Details

Passbook Number	Issue Date	Status Movement	Status Description	Status Date Change
No data to display.				

Page 1 (0 of 0 items) < 1 >

Submit Cancel

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Passbook Status Change](#).

### Field Description: Passbook Status Change

Field	Description
<b>Account Number</b>	Specify the account number for which the passbook status change is required.

Field	Description
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Customer ID</b>	Displays the customer ID of the specified account number
<b>Passbook Number</b>	Displays the current passbook number of the customer account.
<b>Issue Date</b>	Displays the date of issue of the current passbook number.
<b>Passbook Status</b>	Select the passbook status to be changed from the dropdown values ( <b>Active</b> , <b>Close</b> , or <b>Reissue</b> ).
<b>Status Description</b>	Displays the description of the selected status.
<b>Status Change Date</b>	Displays the current posting date as the status change date.
<b>Narrative</b>	Displays default the narrative as <b>Passbook Status Change</b> and it can be modified.
<b>Old Passbook Details</b>	Specify the fields.
<b>Passbook Number</b>	Displays the old passbook number of the customer account.
<b>Issue Date</b>	Displays the issue date of the old passbook.
<b>Status Movement</b>	Displays the current status of the old passbook number.

Field	Description
Status Description	Displays the description of the status of the old passbook number.
Status Change Date	Displays the date on which the old passbook is modified.

When you click **Submit**, the request is handed off to the UBS system for updating the status change of the old passbook number.

## 2.18.7 Account Balance Inquiry

The Teller can use this screen to inquire the account balance details of a customer account. To process this screen, type **Account Balance Inquiry** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Account Balance Inquiry**.

→ The **Account Balance Inquiry** screen is displayed.

**Figure 188: Account Balance Inquiry**

Account Balance Enquiry

Customer Account \*

Query Clear

Account Currency

Account Class

Account Open Date

Mode of Operation

Account Name

Account Class Description

Account Type

Balance Details

Current Balance

Blocked

Total Available

☐ Sweep Enabled

ILM Sweep Eligible Balance

Net Balance

Uncollected

Available

Book Balance

Sweep Eligible Balance

Temporary Overdraft Limit

Passbook Balance

Account Status

☐ Posting Allowed

☐ Stop Payment

☐ No Credit

☐ Debit Override

☐ Overdraft

☐ Dormant

☐ Frozen

☐ No Debit

☐ Credit Override

☐ Status Change Automatic

► Interest And Charges Details

► Turnover Details

Exit

### 2.18.7.1 Main Transaction Details

On querying for a specific account number, the balance details will be fetched and displayed.

For more information on fields, refer to table [Field Description: Account Balance Inquiry](#).

**Field Description: Account Balance Inquiry**

Field	Description
<b>Customer Account</b>	Specify the account number for which the account balance needs to be enquired.
<b>Query</b>	When you click this icon, the system displays the details.
<b>Clear</b>	Click this icon to clear the details.
<b>Account Currency</b>	Displays the currency for which the account balance needs to be enquired.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Account Class</b>	Displays the account class of the specified account number.
<b>Account Class Description</b>	Displays the description of the account class.
<b>Account Open Date</b>	Displays the date on which the account is opened.
<b>Account Type</b>	Displays the type of the account.
<b>Mode Of Operation</b>	Displays the mode of operation.
<b>Balance Details</b>	Specify the fields.
<b>Current Balance</b>	Displays the current balance of the account.

<b>Field</b>	<b>Description</b>
<b>Uncollected</b>	Displays the uncollected balance.
<b>Blocked</b>	Displays the blocked balance.
<b>Available</b>	Displays the balance available in the specified account.
<b>Total Available</b>	Displays the total available balance.
<b>Book Balance</b>	Displays the book balance.
<b>Sweep Enabled</b>	Check this box if sweep needs to be enabled.
<b>Sweep Eligible Balance</b>	Displays the sweep eligible balance.
<b>ILM Sweep Eligible Balance</b>	Displays the ILM sweep eligible balance.
<b>Temporary Overdraft Limit</b>	Displays the temporary overdraft limit.
<b>Net Balance</b>	Displays the net balance.
<b>Passbook Balance</b>	Displays the passbook balance.
<b>Account Status</b>	Specify the fields.
<b>Posting Allowed</b>	Select this checkbox if posting is allowed for the account.
<b>Stop Payment</b>	Select this checkbox if stop payment is allowed for the account.
<b>No Credit</b>	Select this checkbox if credit is not allowed for the account.

Field	Description
<b>Debit Override</b>	Select this checkbox if debit override is allowed for the account.
<b>Overdraft</b>	Select this checkbox if overdraft is allowed for the account.
<b>Dormant</b>	Select this checkbox if the account is dormant.
<b>Frozen</b>	Select this checkbox if the account is frozen.
<b>No Debit</b>	Select this checkbox if debit is not allowed for the account.
<b>Credit Override</b>	Select this checkbox if credit override is allowed for the account.
<b>Status Change Automatic</b>	Select this checkbox if automatic status change is allowed.

### 2.18.7.2 Interest and Charge Details

**Figure 189: Interest And Charge Details**

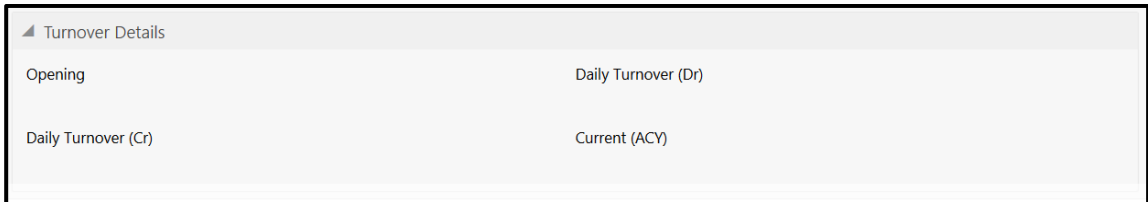
▲ Interest And Charges Details

Accrued Interest (Dr)	Accrued Interest (Cr)
<input type="text"/>	<input type="text"/>
Interest Due	Charges Due
<input type="text"/>	<input type="text"/>
Last Interest Debit	Last Interest Credit
<input type="text"/>	<input type="text"/>
Last DR Activity	
<input type="text"/>	

Specify the details in the **Interest And Charge Details** segment. For more information on fields, refer to table [Field Description: Interest And Charge Details](#).

**Field Description: Interest And Charge Details**

Field	Description
Accrued Interest (Dr)	Displays the debit accrued interest.
Accrued Interest (Cr)	Displays the credit accrued interest.
Interest Due	Displays the interest due.
Charges Due	Displays the charges due.
Last Interest Debit	Displays the last interest debit.
Last Interest Credit	Displays the last interest credit.
Last DR Activity	Displays the last DR Activity.

**2.18.7.3 Turnover Details****Figure 190: Turnover Details**


Turnover Details	
Opening	Daily Turnover (Dr)
Daily Turnover (Cr)	Current (ACY)

Specify the details in the **Interest And Charge Details** segment. For more information on fields, refer to table [Field Description: Turnover Details](#).

**Field Description: Turnover Details**

Field	Description
Opening	Displays the opening turnover details.
Daily Turnover (Dr)	Displays the debit daily turnover.



Field	Description
Daily Turnover (Cr)	Displays the credit daily turnover.
Current (ACY)	Displays the current (ACY).

### 2.18.8 Account Statement Request

The Teller can use this screen to initiate account statement request for a customer account. To process this screen, type **Account Statement Req** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Account Statement Req**.

→ The **Account Statement Request** screen is displayed.

**Figure 191: Account Statement Request**

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Account Statement Request](#).

**Field Description: Account Statement Request**

Field	Description
Customer Account	Specify the account number for which the account statement needs to be requested.

Field	Description
<b>Account Name</b>	Displays the name of the specified account number.
<b>Request Date</b>	Displays the current posting date as request date.
<b>Statement Type</b>	Specify the type of the statement requested ( <b>Detailed</b> or <b>Summary</b> ).
<b>From Date</b>	Specify the start date for the date range.
<b>To Date</b>	Specify the end date for the date range.
<b>Balance Type</b>	Specify if the account statement needs to be generated based on Book Date or Value Date.
<b>Narrative</b>	Displays the default narrative as <b>Account Statement</b> and it can be modified.

When you click **Submit**, the request is handed off to the UBS system to initiate an account statement request.

## 2.18.9 Customer Address Update

The Teller can use this screen to initiate a service request to update the customer address details. To process this screen, type **Cust Address Update** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Cust Address Update**.

→ The **Customer Address Update** screen is displayed.

**Figure 192: Customer Address Update**

The screenshot shows the 'Customer Address Update' screen. It features a sidebar with a 'Review and Submit' button. The main area contains three address sections: 'Correspondence Address', 'Permanent Address', and 'Residential Address'. Each section has a 'Same As' checkbox and fields for 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Address Line 4', and 'Country Code'. A 'Narrative' field is at the bottom. The screen is titled 'Customer Address Update' and has a 'Review and Submit' button on the left.

Specify the details to in the **Customer Address Update** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Customer Address Update](#).

**Field Description: Customer Address Update**

Field	Description
<b>Customer Number</b>	Specify the customer number for which the address details needs to be updated.
<b>Customer Name</b>	Displays the customer name for the customer number specified.

Field	Description
<b>Correspondence Address</b>	Specify the fields.
<b>Address Line 1 to Address Line 4</b>	Displays the maintained address details and it can be modified.
<b>Country Code</b>	Displays the maintained address details and it can be modified.
<b>Permanent Address</b>	Specify the fields.
<b>Same as Correspondence Address</b>	Select this checkbox to populate the Correspondence Address to <b>Permanent Address</b> .
<b>Address Line 1 to Address Line 4</b>	Displays the maintained address details and it can be modified.
<b>Country Code</b>	Displays the maintained Country code and it can be modified.
<b>Residential Address</b>	Specify the fields.
<b>Same as Permanent Address</b>	Select this checkbox to populate the Permanent Address details to <b>Residential Address</b> .
<b>Address Line 1 to Address Line 4</b>	Displays the maintained address details and it can be modified.
<b>Country Code</b>	Displays the maintained Country code and it can be modified.
<b>Narrative</b>	Displays the default narrative <b>Customer Address Update</b> and it can be modified.

Field	Description
<b>Review and Submit</b>	This icon is located to the left of this screen. Click this icon to review the request details and submit.

When you **Submit**, the request details will be handed off to UBS system for Customer Address update.

### 2.18.10 Account Address Update

The Teller can use this screen to can initiate a service request to update the address details of the customer account. To process this screen, type **Account Address Update** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Account Address Update**.

→ The **Account Address Update** screen is displayed.

**Figure 193: Account Address Update**

Specify the details to in the **Account Address Update** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Account Address Update](#).

**Field Description: Account Address Update**

<b>Field</b>	<b>Description</b>
<b>Account Number</b>	Specify the customer account number for which the address details needs to be updated.
<b>Account Branch</b>	Displays the customer name for the customer number specified.
<b>Correspondence Address</b>	Specify the fields.
<b>Address Line 1 to Address Line 4</b>	Displays the maintained address details and it can be modified.
<b>Country Code</b>	Displays the maintained address details and it can be modified.
<b>Narrative</b>	Displays the default narrative <b>Account Address Update</b> and it can be modified.
<b>Review and Submit</b>	This icon is located to the left of this screen. Click this icon to review the request details and submit.

When you **Submit**, the request details will be handed off to UBS system for Account Address update.

## 2.18.11 Customer Contact Details Update

This screen is used to initiate a service request to update the customer contact details. To process this screen, type **Customer Contact No Update** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Customer Contact No Update**.

→ The **Customer Contact No Update** screen is displayed.

**Figure 194: Customer Contact No Update**

Specify the details to in the **Customer Contact No Update** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Customer Contact No Update](#).

**Field Description: Customer Contact No Update**

Field	Description
<b>Customer Number</b>	Specify the customer number for which the contact details needs to be updated.
<b>Customer Name</b>	Displays the customer name for the customer number specified.

Field	Description
<b>Customer Details</b>	Specify the fields.
<b>Mobile Phone</b>	Displays the mobile number and it can be modified.
<b>Work Phone</b>	Displays the work phone number and it can be modified.
<b>Residential Phone</b>	Displays the residential phone number and it can be modified.
<b>Fax Phone</b>	Displays the fax phone number and it can be modified.
<b>Preferred Contact Time</b>	Displays the preferred contact time and it can be modified.
<b>Preferred Communication Mode</b>	Displays the communication mode and it can be modified.
<b>Email Address</b>	Displays the email id of the customer and it can be modified.
<b>Alternate Email Address</b>	Displays the alternate email id of the customer and it can be modified.
<b>Narrative</b>	Displays the default narrative <b>Contact Details Update</b> and it can be modified.
<b>Review and Submit</b>	This icon is located to the left of this screen. Click this icon to review the request details and submit.

When you **Submit**, the request details will be handed off to UBS system for Customer Contact Details update.



## 2.19 Branch Dashboard

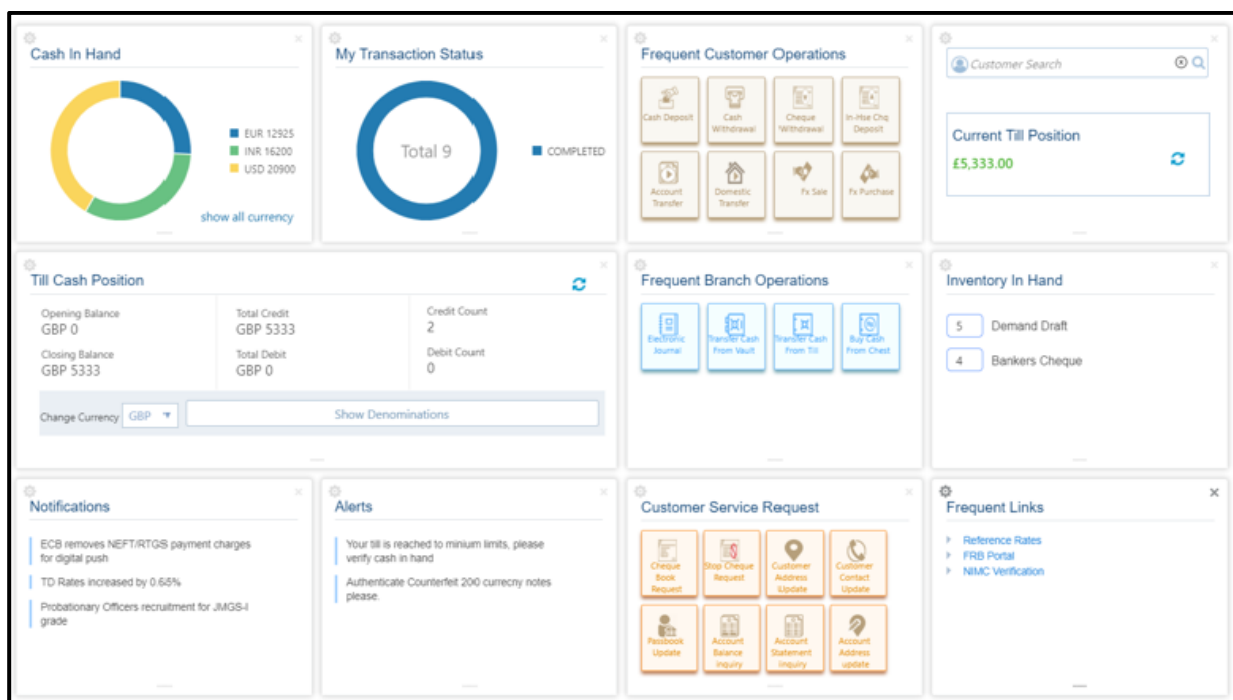
This section describes the Branch Dashboard and various widgets used on it. The Branch Dashboard facilitates the integration of data from multiple screens and displays it as a Dashboard on the landing page of the application. It provides a comprehensive and consolidated snapshot in tiny windows to access information quickly. Thus helping the bank staff to analyze, monitor, and make better decisions, which in turn helps to save time and cost.

To process this screen, type **Dashboard** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Dashboard**.

→ The Branch Dashboard screen is displayed.

**Figure 195: Branch Dashboard**



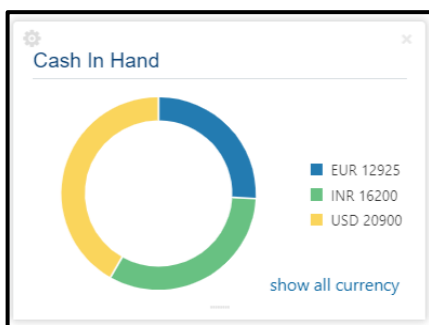
The Teller Dashboard is designed to display the widgets distributed in rows without the vertical scroll bar. The widgets are described in the following sub-sections:

- [2.18.1 Cash In Hand](#)
- [2.18.2 Till Cash Position](#)
- [2.18.3 Inventory in Hand](#)
- [2.18.4 My Transaction Status](#)
- [2.18.5 Customer Search](#)
- [2.18.6 Frequent Customer Operations](#)
- [2.18.7 Frequent Branch Operations](#)
- [2.18.8 Customer Service Request](#)
- [2.18.9 Notifications](#)
- [2.18.10 Alerts](#)
- [2.18.11 Frequent Links](#)

## 2.19.1 Cash In Hand

This widget displays the currency wise cash position of the logged-in Teller Id. If you handle multiple currencies, click **Show All Currency** to view the cash position of all the currencies.

**Figure 196: Cash In Hand**



## 2.19.2 Till Cash Position

This widget displays the currency wise cash position of the Teller Id, which includes **Opening Balance**, **Total Debit**, and **Total Credit**, which happened for the day, and the **Closing Balance**. In addition, the system displays the denomination wise count for the closing balance amount.

**Figure 197: Till Cash Position**

Till Cash Position		
Opening Balance GBP 0	Total Credit GBP 5333	Credit Count 2
Closing Balance GBP 5333	Total Debit GBP 0	Debit Count 0

Change Currency: GBP ▼ Show Denominations

## 2.19.3 Inventory in Hand

This widget displays the list of inventory count available with the branch for the logged-in Teller Id.

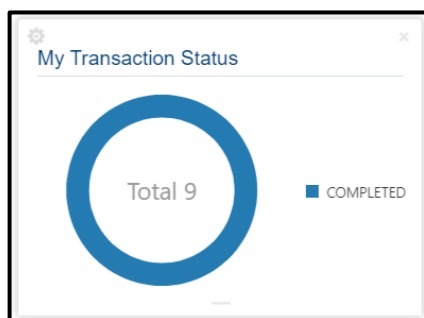
**Figure 198: Inventory In Hand**

Inventory In Hand	
5	Demand Draft
4	Bankers Cheque

## 2.19.4 My Transaction Status

This widget displays the total transaction count performed by the logged-in Teller. Each slice represent the status wise count of the transactions performed by the Teller.

**Figure 199: My Transaction Status**



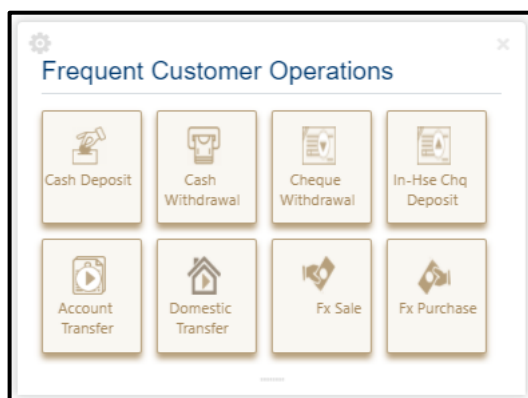
## 2.19.5 Customer Search

The Teller can use this widget is used to query and find a specific customer account. For more information on this segment, refer to the topic [2.3.2.2 Customer Search](#) in this guide.

## 2.19.6 Frequent Customer Operations

The Teller can use this widget to launch any of the frequently used **Customer Transactions** screens from the landing page. This option is easy to access instead of using **Menu Item Search** or navigating through Menu to process transactions.

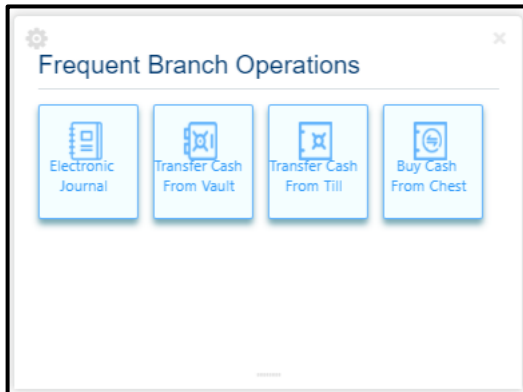
**Figure 200: Frequent Customer Operations**



## 2.19.7 Frequent Branch Operations

The Teller can use this widget to launch any of the frequently used **Branch Operations** screens from the landing page. This option is easy to access instead of using **Menu Item Search** or navigating through Menu to process transactions.

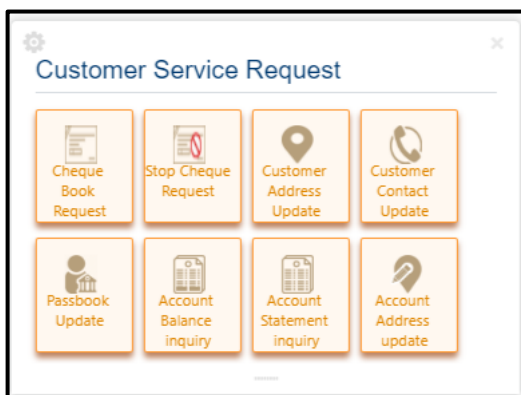
**Figure 201: Frequent Branch Operations**



## 2.19.8 Customer Service Request

The Teller can use this widget to launch any of the frequently used **Customer Service** screens from the landing page. This option is easy to access instead of using **Menu Item Search** or navigating through Menu to process transactions.

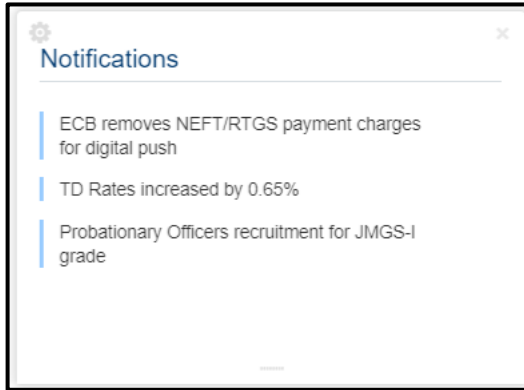
**Figure 202: Customer Service Request**



## 2.19.9 Notifications

The Teller can use this widget to view the bank specific notifications or instructions provided for the bank staffs. Generation of the notifications to be configured at the back-end.

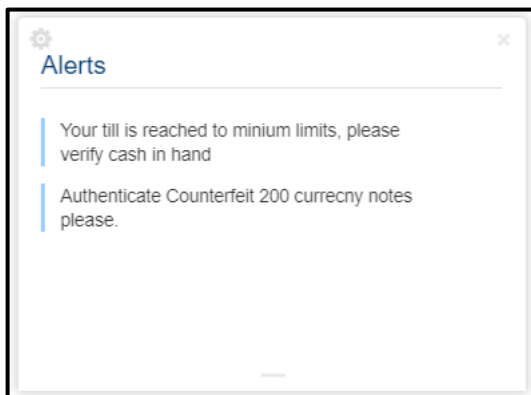
**Figure 203: Notifications**



## 2.19.10 Alerts

The Teller is alerted through this widget on the user specific information based on which the Teller has to act accordingly. Generation of the alerts to be configured at the back-end.

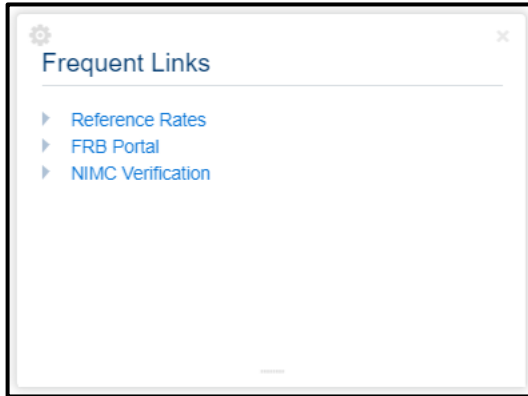
**Figure 204: Alerts**



### 2.19.11 Frequent Links

The Teller can use this widget to access the frequently used links to refer for transaction submission and for other operational activities during the day.

**Figure 205: Frequent Links**



## 2.20 Branch Maintenance

This section details the list of branch maintenances in a sequential order that is required to maintain for processing the branch transactions. The following standard operations are possible for the branch maintenances:

- Add
- Modify
- Delete
- Authorize
- Close
- Re-open

The various options under branch maintenances are described in the following sub-sections:

- [\*2.19.1 Teller Branch Parameters\*](#)
- [\*2.19.2 Branch Role Limits\*](#)
- [\*2.19.3 Branch User Preferences\*](#)
- [\*2.19.4 Denomination Maintenance\*](#)
- [\*2.19.5 Function Code Definition\*](#)
- [\*2.19.6 Function Code Preferences\*](#)
- [\*2.19.7 Default Authorizer Maintenance\*](#)
- [\*2.19.8 Charge Maintenance\*](#)
- [\*2.19.9 Accounting and Settlements\*](#)
- [\*2.19.10 Instrument No Maintenance\*](#)
- [\*2.19.11 Inter Bank Transit Account Maintenance\*](#)
- [\*2.19.12 External System Maintenance\*](#)
- [\*2.19.13 Channel Limits Maintenance\*](#)
- [\*2.19.14 Account Group Maintenance\*](#)
- [\*2.19.15 Branch Group Maintenance\*](#)
- [\*2.19.16 Customer Group Maintenance\*](#)
- [\*2.19.17 Charge Definition Maintenance\*](#)
- [\*2.19.18 Create Charge Pricing Maintenance\*](#)
- [\*2.19.19 View Charge Pricing Maintenance\*](#)
- [\*2.19.20 Charge Condition Group Maintenance\*](#)
- [\*2.19.21 Charge Decision Maintenance\*](#)
- [\*2.19.22 Reject Code Maintenance\*](#)



## 2.20.1 Teller Branch Parameters

This screen is used to set preferences for the teller branch. To process this screen, type **Teller Branch Parameter Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Teller Branch Parameters Maintenance**.

→ The **Teller Branch Parameters Maintenance (Summary)** screen is displayed.

**Figure 206: Teller Branch Parameter Maintenance (Summary)**

2. On **Teller Branch Parameters Maintenance (Summary)** screen, click **+** icon.

→ The **Teller Branch Parameters Maintenance** screen is displayed.


**Figure 207: Teller Branch Parameter Maintenance**


Specify the details in the **Teller Branch Parameter Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Teller Branch Parameter Maintenance](#).

**Field Description: Teller Branch Parameter Maintenance**

<b>Field</b>	<b>Description</b>
<b>Branch Code</b>	Select the branch code from the available option list.
<b>Description</b>	Displays the description of the branch.
<b>Denomination Tracking Required</b>	<p>Specify the denomination that needs to be tracked for the <b>Vault, Till and Vault</b>, or <b>None</b>. The descriptions of the drop-down values are given below:</p> <ul style="list-style-type: none"> <li>• <b>Till and Vault</b> - To track denomination for Tills and Vault. By default, this option is selected.</li> <li>• <b>Vault</b> - To track denomination only for Vault, if a Vault is involved in the transaction.</li> <li>• <b>None</b> - To indicate that denomination tracking is not required for any transaction.</li> </ul>
<b>Currency Code</b>	Displays the currency for which the <b>Minimum Cash Holding Limit</b> or <b>Maximum Cash Holding Limit</b> to be maintained for the branch.
<b>Minimum Cash Holding Limit</b>	Displays the minimum cash holding limit for the branch.
<b>Maximum Cash Holding Limit</b>	<p>Displays the maximum cash holding limit for the branch.</p> <p><b>NOTE:</b> The maximum cash holding amount must not be less than minimum cash holding amount.</p>

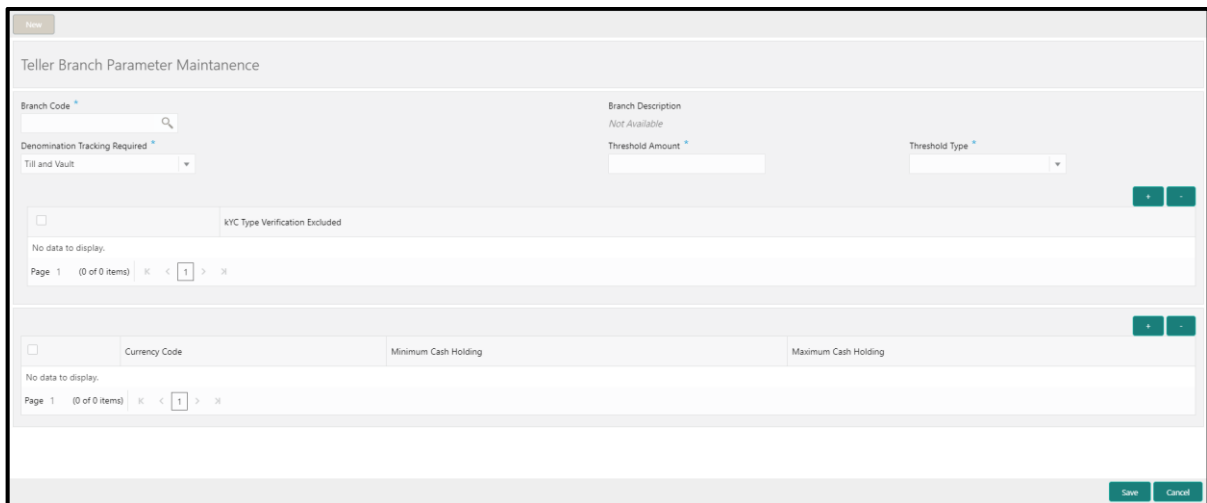
Click **Save** to get the summary view of configured Teller Branch Parameters. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Teller Branch Parameters based on the specified search criteria. You can search the records based on the following criteria:
  - **Branch Code**

- **Authorization Status**
- **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to refresh all records configured in the summary view.

### Italy Specific Teller Branch Parameter Maintenance Details:

**Figure 208: Teller Branch Parameter Maintenance Screen**



Specify the details in the **Teller Branch Parameter Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Teller Branch Parameter Maintenance](#).

**Field Description: Teller Branch Parameter Maintenance**

<b>Field</b>	<b>Description</b>
<b>Branch Code</b>	Select the branch code from the available option list.
<b>Branch Description</b>	Displays the description of the branch.
<b>Denomination Tracking Required</b>	<p>Specify the denomination that needs to be tracked for the <b>Vault, Till and Vault</b>, or <b>None</b>. The descriptions of the drop-down values are given below:</p> <ul style="list-style-type: none"> <li>• <b>Till and Vault</b> - To track denomination for Tills and Vault. By default, this option is selected.</li> <li>• <b>Vault</b> - To track denomination only for Vault, if a Vault is involved in the transaction.</li> <li>• <b>None</b> - To indicate that denomination tracking is not required for any transaction.</li> </ul>
<b>Threshold Amount</b>	This will be a user input numeric value
<b>Threshold Type</b>	This will be a user input drop down box with possible values being "1" and "2"
<b>KYC Type Verification</b>	KYC Type Verification Excluded-This will be a user input field. It will be associated with a list of values that will display all the KYC type verification values as displayed in customer maintenance (STDCIF) screen.
<b>Currency Code</b>	Displays the currency for which the <b>Minimum Cash Holding Limit</b> or <b>Maximum Cash Holding Limit</b> to be maintained for the branch.
<b>Minimum Cash Holding Limit</b>	Displays the minimum cash holding limit for the branch.

Field	Description
<b>Maximum Cash Holding Limit</b>	Displays the maximum cash holding limit for the branch.  <b>NOTE:</b> The maximum cash holding amount must not be less than minimum cash holding amount.

After filling the necessary details, you can perform any of the following actions:

- Click **Save** to get the summary view of configured Teller Branch Parameters.
- Click **Cancel** to terminate the operation.

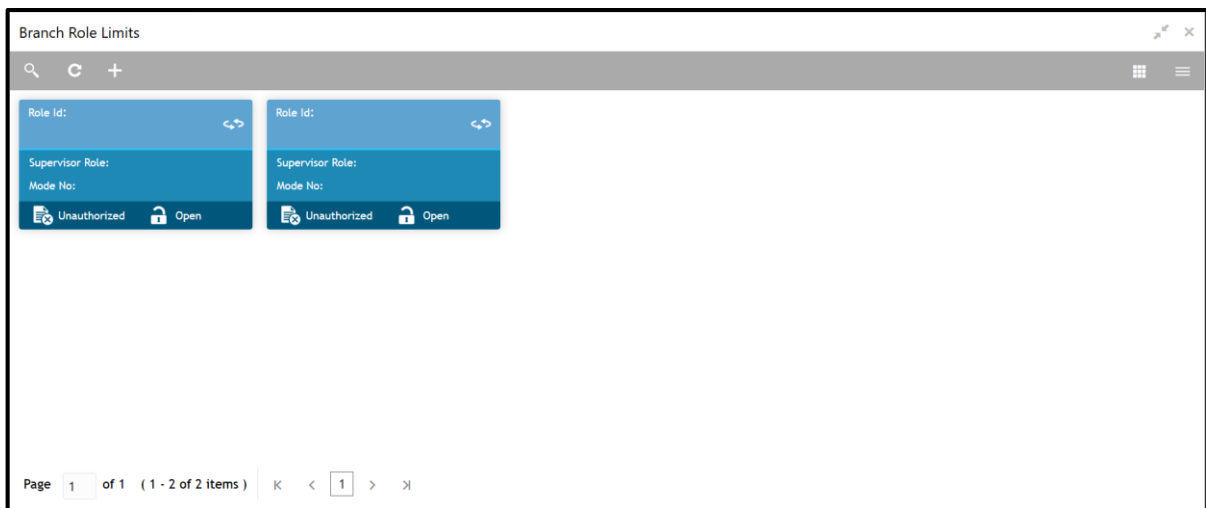
## 2.20.2 Branch Role Limits


This screen is used to set the input and authorization limits for a specific role. To process this screen, type **Branch Role Limits** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Branch Role Limits**.

→ The **Branch Role Limits (Summary)** screen is displayed.


**Figure 209: Branch Role Limits (Summary)**



2. On **Branch Role Limits** (Summary) screen, click  icon.

→ The **Branch Role Limits Maintenance** screen is displayed.

**Figure 210: Branch Role Limits Maintenance**





Specify the details in the **Branch Role Limits Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Branch Role Limits Maintenance](#).

**Field Description: Branch Role Limits Maintenance**

Field	Description
<b>Role ID</b>	Select the role ID for which the limit preferences are to be set.
<b>Role Description</b>	Displays the role description for the selected <b>Role ID</b> .
<b>Supervisor Role</b>	Select if the defined role is a designated supervisor of the branch who has the authorization rights.
<b>Limit Currency</b>	Select the currency code in which the limits to be specified.
<b>Input Limit</b>	Specify the transaction input limit for a single transaction.

Field	Description
<b>Authorization Limit</b>	Specify the authorization limit allowed for a single transaction.

Click **Save** to get the summary view of configured Branch Role Limits. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Branch Role Limits based on the specified search criteria. You can search the records based on the following criteria:
  - **Role Id**
  - **Supervisor Role**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

### 2.20.3 Branch User Preferences

This screen is used to set preferences for the branch user who either process cash transactions or process help desk activities. To process this screen, type **Branch User Limits** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Branch User Limits**.

→ The **Branch User Limits** (Summary) screen is displayed.

**Figure 211: Branch User Limits (Summary)**

2. On **Branch User Limits** (Summary) screen, click **+** icon.

→ The **User Preference** screen is displayed.

**Figure 212: User Preference**

Specify the details in the **User Preference** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: User Preference](#).





**Field Description: User Preference**

<b>Field</b>	<b>Description</b>
<b>Branch Code</b>	Displays the branch code.
<b>User ID</b>	Select the user ID for which the branch preferences to be maintained.
<b>Till/Vault Indicator</b>	Select from the drop down values ( <b>Till</b> , <b>Vault</b> , or <b>None</b> ).
<b>Shortage/Overage GL</b>	Select the GL which needs to be debited or credited for the shortage or overage during batch closure.
<b>Carry Forward Allowed</b>	Select if the funds are allowed to carry forward for the next day.
<b>Inter Branch Transactions Allowed</b>	Select if the transfer between the branches is allowed.
<b>Receive Email</b>	Select if the Teller needs to receive emails for approval of transactions.
<b>Receive Notification</b>	Select if the Teller needs to receive notifications in Dashboard.
<b>Currency Holding Preferences</b>	Specify the fields.
<b>Currency Code</b>	Select the currency code to specify the cash holding preferences.
<b>Minimum Balance</b>	Specify the minimum balance to be maintained for the Till or Vault.

Field	Description
<b>Maximum Balance</b>	Specify the maximum balance to be maintained for the Till or Vault.
<b>Currency Limit Preferences</b>	Specify the fields.
<b>Currency Code</b>	Select the currency in which the limits (transactions amounts) will be expressed.
<b>Max Transaction Amount</b>	Specify the maximum transaction amount allowed that the user can enter in a single transaction.
<b>Authorization Limit</b>	Specify the maximum amount that the user (to which the limits role is associated) is allowed to process while authorizing a transaction.

Click **Save** to get the summary view of configured User Preferences. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the User Preferences based on the specified search criteria. You can search the records based on the following criteria:
  - **User Id**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.

- **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

## 2.20.4 Denominations Maintenance

This screen is used to maintain the standard currency denominations for each currency that the bank deals with. For example, the denominations for the currency USD can be maintained as shown in the table [Denominations Maintenance: USD Currency](#).

**Denominations Maintenance: USD Currency**

CCY CODE	DENM CODE	DESCRIPTION	VALUE	NOTE / COIN
USD	D100	100 dollars	100	NOTE
USD	D50	50 dollars	50	NOTE
USD	D20	20 dollars	20	NOTE
USD	D10	10 dollars	10	NOTE
USD	D5	5 dollars	5	NOTE
USD	D1N	1 dollar Note	1	NOTE
USD	D1C	1 dollar Coin	1	COIN
USD	C25	25 cents	0.25	COIN
USD	C10	10 cents	0.1	COIN
USD	C5	5 cents	0.05	COIN
USD	C1	1 cent	0.01	COIN

Denomination type Millionaire Certificate is used to facilitate MC/LMC (Millionaire Certificate) transactions. You can have only one denomination with denomination type as **Notes** and the currency code must be the LCY code of each country.

To process this screen, type **Denominations Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Denominations Maintenance**.

→ The **Denominations Maintenance (Summary)** screen is displayed.

**Figure 213: Denomination Maintenance (Summary)**

2. On **Denominations Maintenance (Summary)** screen, click **+** icon.

→ The **Denominations Maintenance** screen is displayed.

**Figure 214: Denomination Maintenance**



Specify the details in the **Denomination Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Denomination Maintenance](#).

**Field Description: Denomination Maintenance**

Field	Description
<b>Currency Code</b>	Specify the currency for which the currency denomination to be maintained.
<b>Currency Description</b>	Specify the description of the currency code.
<b>Denomination Type</b>	Select the denomination type.
<b>Denomination Details</b>	Specify the fields.
<b>Denomination ID</b>	Specify the denomination code.
<b>Description</b>	Specify the description of the denomination code.
<b>Value</b>	Specify the numeric value of the denomination code.
<b>Sequence Number</b>	Specify the number, such that the denom codes will be displayed in the same sequence maintained.
<b>Type</b>	Specify the type as <b>Coin</b> or <b>Note</b> .
<b>Large Denomination</b>	Select if a particular denomination is to be maintained as a large denomination.

After filling the necessary fields, click **Add** to add the specified denomination details as an entry to the table.

Click **Save** to get the summary view of configured Denomination. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the configured Denominations based on the specified search criteria. You can search the records based on the following criteria:
  - **Currency Code**
  - **Currency Description**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

## 2.20.5 Function Code Definition

This screen is used to specify the preferences for the function code. For the list of function codes and the respective screen names, refer to the table [List of Function Codes](#).

**List of Function Codes**

Function Code	Screen Name
1001	Cash Withdrawal
1002	Cash Withdrawal (Teller Session)

Function Code	Screen Name
1005	Miscellaneous GL Tranfser
1006	Account Transfer
1008	Miscellaneous Customer Debit
1010	BC Issue Against Account
1013	Cheque Withdrawal
1014	DD Issue Against Account
1060	Miscellaneous GL Debit
1300	Close-out Withdrawal
1301	Close-out Withdrawal by Cash
1401	Cash Deposit
1403	Cash Deposit (Teller Session)
1402	In-House Cheque Deposit
1404	Domestic Transfer Against Account
1405	Domestic Transfer Against Walk-in
1406	International Transfer Against Account
1407	International Transfer Against Walk-in
1408	Miscellaneous Customer Credit

Function Code	Screen Name
1409	Interbranch Transaction Request
1410	Interbranch Transaction Input
1411	Interbranch Liquidation Input
1460	Miscellaneous GL Credit
1461	Credit Card Advance by Cash
1462	Credit Card Advance by Transfer
1471	Credit Card Payment by Cash
1472	Credit Card Payment
3401	Safe Deposit Rental by Cash
5001	Loan Disbursement by Cash
5401	Loan Repayment by Cash
5402	Murabaha Payment by Cash
5403	Islamic Down Payment by Cash
5404	Loan Repayment by Cash (Teller Session)
5555	Inward Clearing Data Entry
6001	Open Branch Batch
6002	Close Branch Batch



Function Code	Screen Name
6005	Electronic Journal
6501	Cheque Deposit
6514	Outward Clearing Data Entry
6560	Cheque Return
7001	Open Vault Batch
7002	Close Vault Batch
7005	Servicing Journal
7010	Passbook Update
7030	Passbook Issue
7031	Passbook Status Change
7040	Teller Total Position
7551	Book Shortage
7552	Book Overage
8004	FX Purchase Against Walk-in
8008	FX Purchase Against Walk-in (Teller Session)
8203	FX Sale Against Walk-in
8204	FX Sale Against Walk-in (Teller Session)

Function Code	Screen Name
8206	FX Sale Against Account
8207	FX Purchase against Account
8301	BC Issue Against Walk-in
8302	BC Issue Against GL
8305	DD Issue Against Walk-in
8306	DD Issue Against GL
8450	DD Operations
8550	BC Operations
9001	Open Teller Batch
9002	Close Teller Batch
9005	Buy Cash from Till
9006	Sell Cash to Till
9007	Buy Cash from Vault
9008	Sell Cash to Vault
9009	Buy Cash from Currency Chest
9010	Sell Cash to Currency Chest
9012	Current Open Tills

Function Code	Screen Name
9401	Start Teller Session
9402	Stop Teller Session
AADU	Account Address Update
ACBL	Account Balance Inquiry
ACST	Account Statement Request
BCRP	BC Print-Reprint
CADU	Customer Address Update
CCTU	Customer Contact Details Update
CDBK	Stop Card
CQIN	Cheque Status Inquiry
CQRQ	Cheque Book Request
CQST	Stop Cheque Request
CRAC	Circular Cheque Issue Against Account
CRCC	Circular Cheque Issue Against Cash
DDRP	DD Print-Reprint
DNEX	Denomination Exchange
F23A	F23 Tax Payment by Account

Function Code	Screen Name
F23C	F23C Tax Payment by Cash
F24A	F24 Tax Payment by Account
F24C	F24C Tax Payment by Cash
MRFA	MAVs RAVs FRECCIAs Payment by Account
MRFC	MAVs RAVs FRECCIAs Payment by Cash
MVBP	MAV Batch Process
TDI1	Islamic TD Account Opening
TDO1	TD Account Opening
TDR1	TD Redemption Against Cash
TDR2	TD Redemption Against Account
TDT1	TD Top-Up Against Cash
TDT2	TD Top-Up Against Account
TDPT	RD Payment by Cash
TVQB	Branch Breaching Limits
TVQR	Till Vault Position

To process this screen, type **Function Code Definition** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Function Code Definition**.

→ The **Function Code Definition (Summary)** screen is displayed.

**Figure 215: Function Code Definition (Summary)**

2. On **Function Code Definition (Summary)** screen, click **+** icon.

→ The **Function Code Definition** screen is displayed.

**Figure 216: Function Code Definition**

Specify the details in the **Function Code Definition** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Function Code Definition](#).

**Field Description: Function Code Definition**

Field	Description
<b>Function Code</b>	Pick from the list function codes that are factory shipped. For the list of function codes and the respective screen names, refer to the table <a href="#">List of Function Codes</a> .
<b>Function Code Description</b>	Displays the description of the function code.
<b>Transaction Limit</b>	Specify the maximum transaction amount allowed for this function code in branch currency.
<b>Support Child Function Code</b>	Select if the specified function code need to act as the parent function code.
<b>Parent Function Code</b>	Specify the applicable parent function code.  <b>NOTE:</b> This field is enabled only if <b>Support Child Function Code</b> is not selected.
<b>Charge Details</b>	Specify the fields.
<b>Apply Charges</b>	Specify if charges are applicable for this transaction.
<b>Exchange Rate Details</b>	Specify the fields.
<b>Rate Type</b>	Select the rate type for the transaction code.
<b>Rate Code</b>	Select the rate code for the transaction code.


<b>Field</b>	<b>Description</b>
<b>Override Limit</b>	Specify the override limit. The system displays the default override limit currency as GBP.
<b>Stop Limit</b>	Specify the stop limit. The system displays the default stop limit currency as GBP.
<b>Additional Preferences</b>	Specify the fields.
<b>Reversal Allowed</b>	Specify if the reversal is allowed for the transaction.
<b>Reversal Requires Authorization</b>	Specify if the authorization is required for a reversal transaction.
<b>Reversal includes charges</b>	Specify if the charges is to be reversed along with transaction reversal.
<b>Reversal Advice Name</b>	Select the reversal advice name from the list of values.
<b>Input Slip Name</b>	Specify the input slip name.


Field	Description
<b>Input Slip Confirmation</b>	<p>Select if the input slip confirmation is required for the transaction. If this option is selected for a transaction screen, the <b>Input-Slip</b> button will be displayed on the screen.</p> <p>On the specified transaction screens, you can click <b>Input-Slip</b> to view the input slip before transaction submission. Once you click <b>Input-Slip</b>, the system validates mandatory fields. In addition, you can perform any of the following actions:</p> <ul style="list-style-type: none"> <li>• <b>Confirm &amp; Print</b> – This button is enabled only if Input Slip Confirmation is selected in Function Code Definition screen. In addition, the transaction can be submitted only if the receipt is confirmed. Click this button to confirm and print the receipt.</li> <li>• <b>Print</b> – Click this button to print the generated slip and provide to the customer.</li> <li>• <b>Close</b> – Click this button to close the generated receipt.</li> </ul> <p><b>NOTE:</b> If the mandatory fields are not filled, the system shows an error message <b>Value is required</b>, wherever applicable.</p>
<b>Transaction Alert Preference</b>	<p>Select the alert notification preference from the drop-down list. The values are mentioned below:</p> <ul style="list-style-type: none"> <li>• <b>SMS</b> – the system sends an SMS notification of the transactions to the registered mobile number of the Customer.</li> <li>• <b>Email</b> – the system sends an email notification of the transactions to the registered email ID of the Customer.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>• <b>Both</b> – the system sends SMS and email notifications of the transactions to the registered mobile number and email ID of the Customer.</li> <li>• <b>None</b> – the system will not send any notifications to the Customer.</li> </ul>
<b>Advices</b>	This section allows selecting advices for multiple Function Codes.
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a selected row.
<b>Advice Name</b>	Displays the advice name.

Click **Save** to get the summary view of configured Function Code Definition. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Function Code Definition based on the specified search criteria. You can search the records based on the following criteria:
  - **Function Code**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.

- **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

## 2.20.6 Function Code Preferences

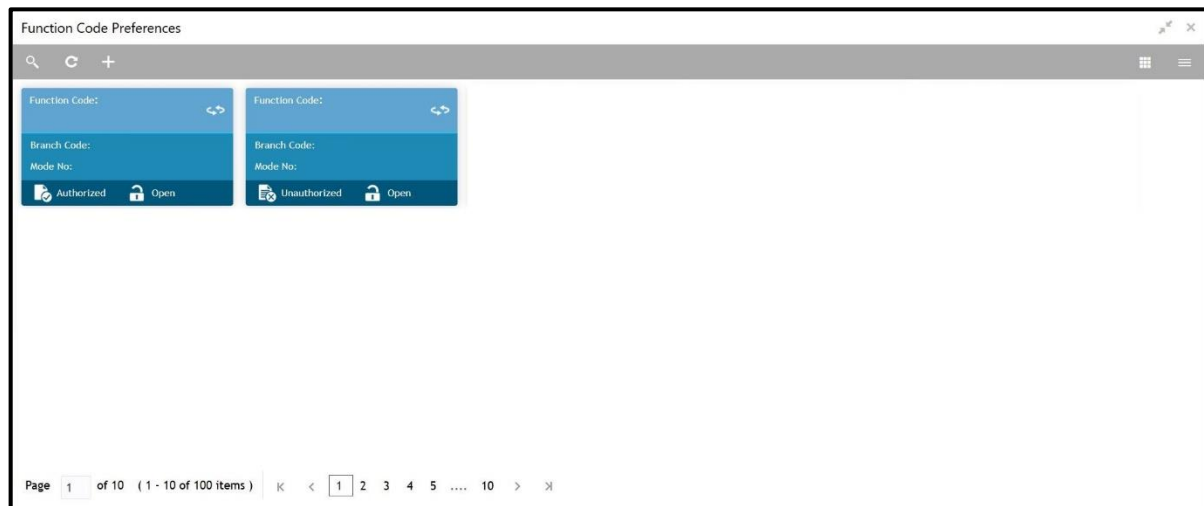
This screen is used to define the workflow preferences (validation preferences and authorization preferences) for a function code. For the list of function codes and the respective screen names, refer to the table [List of Function Codes](#).

To process this screen, type **Function Code Preferences** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Function Code Preferences**.

→ The **Function Code Preferences** (Summary) screen is displayed.

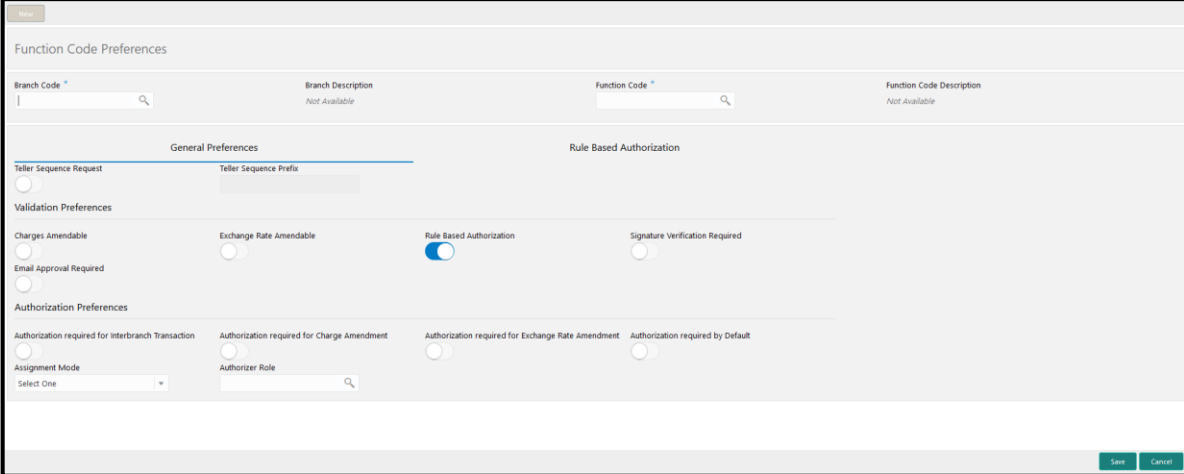
**Figure 217: Function Code Preferences (Summary)**



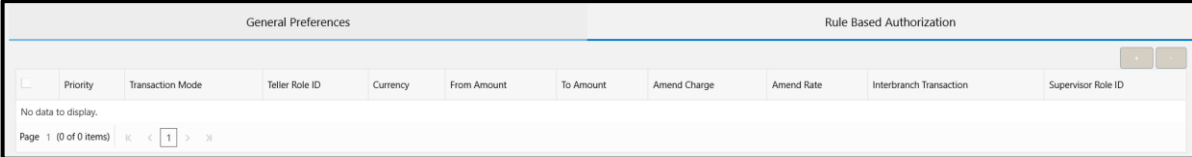
2. On **Function Code Preferences** (Summary) screen, click  icon.

→ The **Function Code Preferences** screen is displayed.

**Figure 218: Function Code Preferences**



**Figure 219: Role Based Authorization**



Specify the details in the **Function Code Preferences** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Function Code Preferences](#).

**Field Description: Function Code Preferences**



Field	Description
<b>Branch Code</b>	Select the branch code from the list of values. The list of values should have *.* for ALL option.
<b>Branch Description</b>	Displays the description of the branch code.
<b>Function Code</b>	Specify the function code. The list of values display the valid function codes.

Field	Description
<b>Function Code Description</b>	Displays the description of the function code.
<b>General Preferences</b>	Specify the fields.
<b>Teller Sequence Request</b>	Select this option to generate the Teller sequence number.
<b>Teller Sequence Prefix</b>	Specify the prefix for the generation of teller sequence number.  <b>NOTE:</b> This is mandatory only if <b>Teller Sequence Request</b> is selected.
<b>Validation Preferences</b>	Specify the fields.
<b>Charges Amendable</b>	Select if the charges are allowed to modify for the transaction.
<b>Exchange Rate Amendable</b>	Select if exchange rate is allowed to modify for the transaction.
<b>Rule Based Authorization</b>	Select if the rule based authorization is required for the transaction.
<b>Email Approval Required</b>	Select if the authorization through email is required for a transaction.

Field	Description
	<p><b>NOTE:</b> If this option is selected in override confirmation, then an email will be sent as per assignment mode maintained. This email will be sent to the selected approver or to a list of approvers associated to the role maintained. The approvers will get email for authorization only if receive email flag is selected in the <b>User Preferences</b> screen. Once email is received, Approver can either approve or reject the transaction. When you click the <b>Approve</b> or <b>Reject</b>, an email will be automatically opened in the system where the approver can type their comments.</p>
<b>Signature Verification Required</b>	Select if the Teller needs to verify the Customer's signature while submitting the transaction.
<b>Authorization Preferences</b>	Specify the fields.
<b>Authorization required for Interbranch Transaction</b>	Select if the authorization is required for inter-branch transaction.
<b>Authorization required for Charge Amendment</b>	Select if the authorization is required in case you have amended the charge defaulted by the system.
<b>Authorization required for Exchange Rate Amendment</b>	Select if the authorization is required in case you have amended the exchange rate defaulted by the system.
<b>Authorization required by Default</b>	Select if the authorization is required by default for the transaction.
<b>Assignment Mode</b>	Select to indicate whether remote authorization assignment is automatic or manual operation for the transaction.

Field	Description
<b>Authorizer Role</b>	Select the role of the authorizers. The users belonging to this role are the valid authorizers for this workflow.  <b>NOTE:</b> This field is applicable, if assignment mode is <b>Manual</b> or if assignment mode is <b>Auto</b> and no default authorizer is maintained for the user.
<b>Rule Based Authorization</b>	Specify the fields.
<b>Priority</b>	Specify the priority of the transaction.
<b>Transaction Mode</b>	Select the mode of the transaction from the drop-down list ( <b>Online</b> or <b>Offline</b> ).
<b>Teller Role ID</b>	Select the Teller Role ID for which the authorization is required.
<b>Currency</b>	Select the currency of the transaction from the LOV.
<b>From Amount</b>	Specify the From cap amount.
<b>To Amount</b>	Specify the To cap amount.
<b>Amend Charge</b>	Select Yes or No.
<b>Amend Rate</b>	Select Yes or No.
<b>Interbranch Transaction</b>	Select Yes or No.
<b>Supervisor Role ID</b>	Select the Supervisor Role ID from the LOV.

Click **Save** to get the summary view of configured Function Code Preferences. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Function Code Preferences based on the specified search criteria.  
You can search the records based on the following criteria:
  - **Branch Code**
  - **Function Code**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

## 2.20.7 Default Authorizer Maintenance

This screen is used to define the default authorizer who can authorize a specific function code for a branch user. Once it is defined, the system automatically routes the transactions of this function code to the default authorizer defined for the branch user.

To process this screen, type **Default Authorizer** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Default Authorizer**.

→ The **Default Authorizer** (Summary) screen is displayed.

**Figure 220: Default Authorizer (Summary)**

2. On **Default Authorizer** (Summary) screen, click **+** icon.

→ The **Default Authorizer** screen is displayed.

**Figure 221: Default Authorizer Definition**





Specify the details in the **Default Authorizer Definition** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Default Authorizer Definition](#).

**Field Description: Default Authorizer Definition**

Field	Description
<b>User ID</b>	Select the user ID from the LOV. The option list consists of user IDs for which a default authorizer needs to be maintained.
<b>User Name</b>	Displays the name of the user, when you select the user ID.
<b>Branch Code</b>	Select the branch code from the LOV. This field is enabled if the <b>All</b> option is chosen in the <b>User ID</b> field.  <b>NOTE:</b> If specific authorizer is selected, then the system will default the home branch as branch code.
<b>Branch Name</b>	Displays the branch name, when you select the <b>Branch Code</b> .
<b>Default Authorizer</b>	Select the default authorizer from the LOV, if it is already set while assigning the transaction. If the mode assigned is <b>Manual</b> , it allows to change the default authorizer.  Select the authorizer ID from the adjoining option list. The option list consists of authorizers who are mapped to a role with <b>Savings Authorizer</b> flag value as <b>Y</b> or <b>All</b> option.
<b>Description</b>	Displays the description.

Click **Save** to get the summary view of configured Default Authorizer. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Default Authorizer Maintenance based on the specified search criteria. You can search the records based on the following criteria:
  - **User Id**
  - **Branch Code**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

## 2.20.8 Charge Maintenance

This screen is used to define charges for a function code involving specific **Branch, Function Code, Currency, Customer Category, Account Class Group** and **Interbranch** (Y/N) combination.

Maximum of five charges can be applied for a function code.

To process this screen, type **Charge Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Charge Maintenance**.

→ The **Charge Maintenance (Summary)** screen is displayed.

**Figure 222: Charge Maintenance (Summary)**

2. On **Charge Maintenance (Summary)** screen, click **+** icon.

→ The **Charge Maintenance** screen is displayed.

**Figure 223: Charge Maintenance**

Specify the details in the **Charge Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Charge Maintenance](#).

**Field Description: Charge Maintenance**

Field	Description
<b>Branch</b>	Select the branch code from the LOV. The list of values should have *.* for ALL option.
<b>Function Code</b>	Select the transaction code for which the charge details need to be maintained from the LOV.
<b>Currency</b>	Select the currency code for which the charge details need to be maintained from the LOV.
<b>Inter Branch</b>	<p>Select <b>Yes</b>, if the charge details need to be maintained for an inter-branch transaction or select <b>No</b>, if it is not required to maintain the charge details.</p> <p>If the account branch of the teller transaction is different from the transaction branch, the charges maintained by inter-branch product will be applied to the transaction.</p>
<b>Customer Group</b>	Select the customer group for which the charge details need to be maintained from the LOV. The list of values should have *.* for ALL option.
<b>Account Class Group</b>	Select the account class group for which the charge details need to be maintained from the LOV. The list of values should have *.* for ALL option.
<b>Charge Details</b>	Specify the fields.
<b>Charge Code</b>	Select the charge code from drop down values. The drop down values are <b>C1</b> , <b>C2</b> , <b>C3</b> , <b>C4</b> , and <b>C5</b> .
<b>Charge Description</b>	Specify the description of the charge code.

Field	Description
<b>Nature Of Charge</b>	<p>Select the type of charge.</p> <p>The following types are available in the drop-down list:</p> <ul style="list-style-type: none"> <li>• <b>Income</b> – Used to deduct charges from customer account as an income to the bank.</li> <li>• <b>Expense</b> – Used to credit the customer as a cash back or an offer provided by the bank, which is an expense to the bank.</li> <li>• <b>Tax</b> – Used to deduct tax on the branch transaction from the customer based on the transaction amount or charge.</li> <li>• <b>Inclusive Tax</b> – Used to levy tax inclusive on the branch transactions by debiting charge account GL and credit tax GL account.</li> </ul>
<b>Charge Basis</b>	<p>Select the basis amount on which the charge to be computed. Select <b>Transaction Amount</b> or Charge Code (<b>C1</b>, <b>C2</b>, <b>C3</b>, and <b>C4</b>) from drop down values. The following validations will be provided:</p> <ul style="list-style-type: none"> <li>• If <b>Charge Code</b> is <b>C1</b>, then charge basis can be <b>TXNAMT</b>.</li> <li>• If <b>Charge Code</b> is <b>C2</b>, then charge basis can be <b>TXNAMT</b> or <b>C1</b>.</li> <li>• If <b>Charge Code</b> is <b>C3</b>, then charge basis can be <b>TXNAMT</b>, <b>C1</b>, or <b>C2</b>.</li> <li>• If <b>Charge Code</b> is <b>C4</b> then charge basis can be <b>TXNAMT</b>, <b>C1</b>, <b>C2</b>, or <b>C3</b>.</li> <li>• If <b>Charge Code</b> is <b>C5</b>, then charge basis can be <b>TXNAMT</b>, <b>C1</b>, <b>C2</b>, <b>C3</b>, or <b>C4</b>.</li> </ul>
<b>Slab Type</b>	<p>Select from the drop-down list to specify whether the charge computation has to be over different <b>Amount Slab</b>, <b>Tier</b> or <b>None</b>. If slab type is <b>Slab</b> or <b>Tier</b>, then slab details section must be provided.</p>



Field	Description
<b>Charge Type</b>	Select the type of charge as <b>Percentage</b> or <b>Flat Amount</b> from the drop-down list.
<b>Charge Currency</b>	Select the charge currency from the LOV.
<b>Charge Rate</b>	Specify the percentage to be applied for deriving the charge.  <b>NOTE:</b> This field is applicable only if the <b>Charge Type</b> is selected as <b>Percentage</b> .
<b>Charge Amount</b>	Specify the flat charge amount.  <b>NOTE:</b> This field is applicable only if the <b>Charge Type</b> is selected as <b>Flat Amount</b> .
<b>Rate Type</b>	Select the rate type to be applied for deriving the charge as <b>Mid</b> or <b>Buy-Sell</b> from the drop-down list.  <b>NOTE:</b> This field is applicable only if the <b>Charge Type</b> is selected as <b>Percentage</b> .
<b>Rate Code</b>	Select the rate code to be applied for deriving the charge from the LOV.  <b>NOTE:</b> This field is applicable only if <b>Charge Type</b> is selected as <b>Percentage</b> .
<b>Minimum Charge</b>	Specify if the charge percentage involving a particular transaction is less than the minimum charge then by default system to pick the minimum charge amount.
<b>Maximum Charge</b>	Specify if the charge percentage involving a particular transaction is more than the maximum charge then by default system to pick the maximum charge amount.

Field	Description
<b>Netting Required</b>	<p>Select from the following options:</p> <ul style="list-style-type: none"> <li>Select <b>Yes</b> to net the accounting entries for the debit leg of the charges along with the main transaction entries.</li> <li>Select <b>No</b> to pass the entries without netting the charges of the debit leg.</li> </ul>
<b>Charge Account</b>	Select the charge GL account. The list of values displays all the valid GL accounts.
<b>Debit Txn Code</b>	Select the transaction code used for debit charge accounting from the LOV.
<b>Credit Txn Code</b>	Select the transaction code used for credit charge accounting from the LOV.
<b>Slab Tier Details</b>	Specify the fields.
<b>Cap Amount</b>	Specify the amount for slab details.
<b>Charge Rate</b>	Specify the charge rate for slab details.
<b>Charge Amount</b>	Specify the charge amount for slab details.

After filling the necessary details, you can do any of the following steps:

- Click **Add Charges** to add the charge details and slab details to records.
- Click **Save** to display the configured charge details in summary view.

In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Charge Maintenance based on the specified search criteria. You can search the records based on the following criteria:
  - **Function Code**
  - **Branch Code**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

## 2.20.9 Accounting and Settlements

This screen is used to define the settlement and accounting parameters that is applicable for processing the branch transactions involving a function code.



To process this screen, type **Settlements Definition** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Settlements Definition**.

→ The **Settlements Definition** (Summary) screen is displayed.

**Figure 224: Settlements Definition (Summary)**

2. On **Settlements Definition** (Summary) screen, click **+** icon.

→ The **Transaction Accounting Details** screen is displayed.

**Figure 225: Transaction Accounting Details**



Specify the details in the **Transaction Accounting Details** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Transaction Accounting Details](#).

**Field Description: Transaction Accounting Details**

Field	Description
<b>Branch</b>	Select the branch for which the accounting details need to be defined from the LOV.  <b>NOTE:</b> The value *.* indicates ALL option.
<b>Currency</b>	Select the currency for which the accounting details need to be defined from the LOV.  <b>NOTE:</b> The value *.* indicates ALL option.
<b>Function Code</b>	Select the function code for which the accounting details need to be defined from the LOV.
<b>Function Code Description</b>	Displays the description of the selected function code.
<b>Transaction Account</b>	Select the transaction account or GL from the LOV. The LOV displays all valid GLs maintained. This field is kept blank if the transaction account needs to be selected from transaction screen.
<b>Offset Account/GL No</b>	Select the offset account or GL from the LOV. The LOV displays all valid GLs maintained.
<b>Transaction code for Debit</b>	Select the transaction code used for debit accounting from the LOV.
<b>Transaction code for Credit</b>	Select the transaction code used for credit accounting from the LOV.

Field	Description
<b>Main leg accounting required</b>	Select to pass the main accounting entries along with the charges defined in the transaction code.
<b>Netting charge required</b>	Select to net the accounting entries for the debit leg of the charges along with main transaction accounting entries. Leave the box unchecked to pass the entries without netting the charges of the debit leg.

Click **Save** to get the summary view of configured accounting details. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Accounting and Settlements based on the specified search criteria. You can search the records based on the following criteria:
  - **Branch**
  - **Currency**
  - **Function Code**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

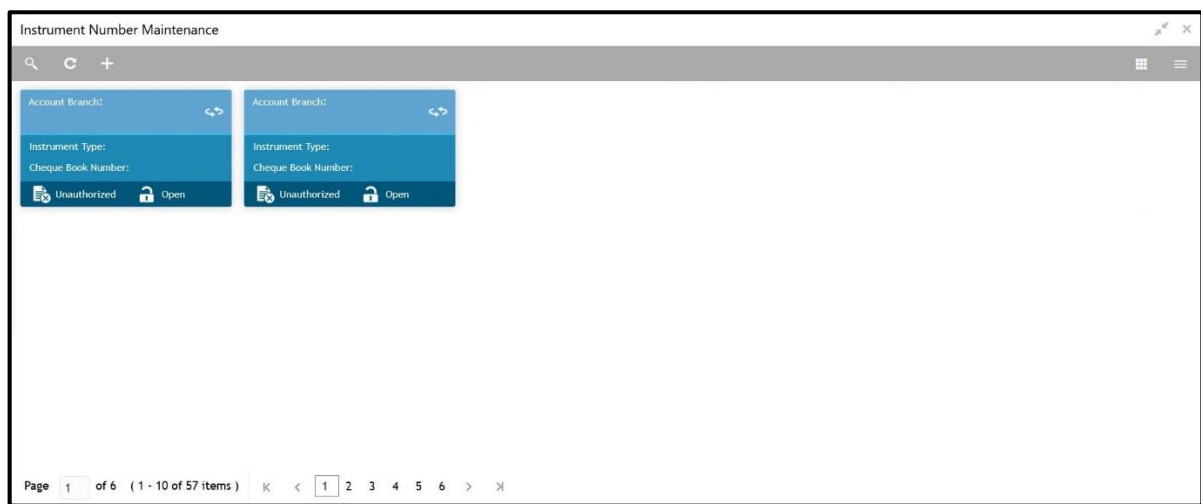
## 2.20.10 Instrument Number Maintenance

This screen is used to maintain instrument type for each branch. To process this screen, type **Instrument Number Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Instrument Number Maintenance**.

→ The **Instrument Number Maintenance (Summary)** screen is displayed.

**Figure 226: Instrument Number Maintenance (Summary)**



2. On **Instrument Number Maintenance (Summary)** screen, click **+** icon.

→ The **Instrument Number Maintenance** screen is displayed.


**Figure 227: Instrument Number Maintenance**


Specify the details in the **Instrument Number Maintenance** Screen. For more information on fields, refer to table [Field Description: Instrument Number Maintenance](#).

**Field Description: Instrument Number Maintenance**

<b>Field</b>	<b>Description</b>
<b>Instrument Type</b>	Specify the instrument type for which the instrument maintenance needs to be done.
<b>Branch</b>	Select the branch code from the LOV.
<b>Cheque Number</b>	Specify the cheque number for which the instrument maintenance needs to be done.
<b>Number of Leaves</b>	Specify the number of leaves.

Click **Save** to get the summary view of the configured instrument number. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Instrument Number Maintenance based on the specified search criteria. You can search the records based on the following criteria:
  - **Account Branch**
  - **Instrument Type**
  - **Cheque Book Number**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.

- Click  icon to reset the search results to default summary view.

## 2.20.11 Inter Branch Transit Account Maintenance

This screen is used to maintain inter-branch transit account for each branch using the receiving branch, vault, and currency combination.

To process this screen, type **Inter Branch Transit Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Inter Branch Transit Account**.

→ The **Inter Branch Transit Account** (Summary) screen is displayed.

**Figure 228: Inter Branch Transit Account (Summary)**



Inter Branch Transit Account

Branch Code: Vault Id: Mod No: Unauthorized Open

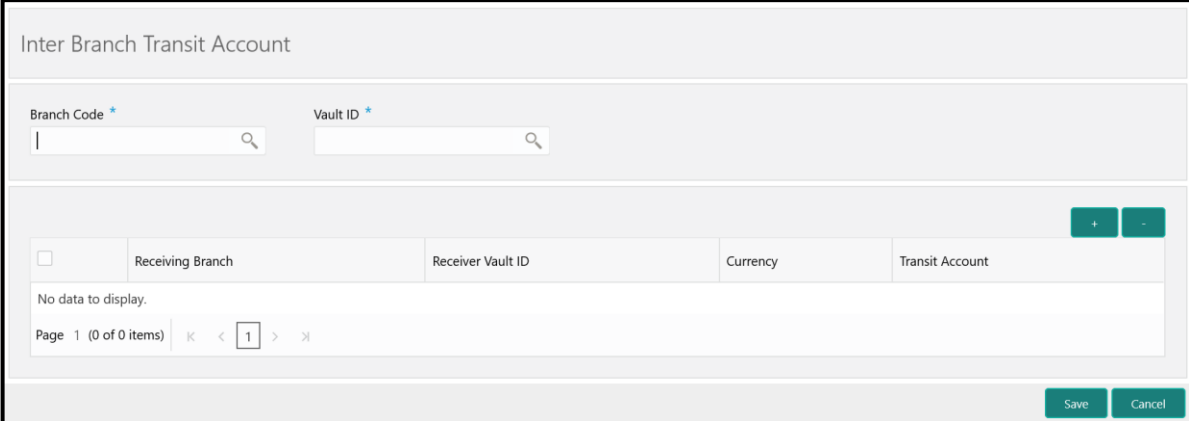
Branch Code: Vault Id: Mod No: Authorized Open

Page 1 of 2 (1 - 10 of 20 items) < 1 2 >

2. On **Inter Branch Transit Account** (Summary) screen, click  icon.

→ The **Inter Branch Transit Account** screen is displayed.

**Figure 229: Inter Branch Transit Account**





Specify the details in the **Inter Branch Transit Account Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Inter Branch Transit Account Maintenance](#).

**Field Description: Inter Branch Transit Account Maintenance**

Field	Description
<b>Branch Code</b>	Select the branch code from the adjoining option list, which provides all the branch codes maintained in the system.
<b>Vault ID</b>	Specify the vault from which cash is transferred. This is performed on the basis of selected branch.
<b>Receiving Branch</b>	Specify the destination branch to which the cash is transferred.
<b>Receiving Vault</b>	Specify the vault in the destination branch, which will receive the cash. This is performed based on selected branch.

Field	Description
<b>Currency</b>	Specify the currency of the cash.
<b>Transit GL</b>	Specify the transit account that is used to track the movement of cash.

Click **Save** to get the summary view of the configured inter-branch transit account. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Inter Branch Transit Account Maintenance based on the specified search criteria. You can search the records based on the following criteria:
  - **Branch Code**
  - **Vault Id**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

### 2.20.12 External System Maintenance

This screen is used to define the parameters for the external system. The parameters are defined whenever there is an external system call to the OBREMO external API. Only the registered users can make the external system call to process the transaction.



To process this screen, type **External System Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **External System Maintenance**.

→ The **External System Maintenance** (Summary) screen is displayed.

**Figure 230: External System Maintenance (Summary)**

2. On **External System Maintenance** (Summary) screen, click **+** icon.

→ The **External System Maintenance** screen is displayed.

**Figure 231: External System Maintenance**

Specify the details in the **External System Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: External System Maintenance](#).

**Field Description: External System Maintenance**


<b>Field</b>	<b>Description</b>
<b>External System Code</b>	Specify the system code of the registered external system.
<b>External System Name</b>	Specify the name of the registered external system.
<b>+ icon</b>	Click this icon to add a row for a transaction.
<b>- icon</b>	Click this icon to delete a row, which is already added.
<b>Function Code</b>	Specify the function code of the transaction, which needs to be performed through the external system. You can also select from the list of values.
<b>On Warning</b>	<p>Select from the drop-down list. The values in the drop-down list are mentioned below:</p> <ul style="list-style-type: none"> <li>• <b>Ignore</b> – Select if you need to ignore the override raised and process the transaction until completion.</li> <li>• <b>Error</b> – Select if you need to show the error message and stop the transaction.</li> </ul>
<b>On Approval</b>	<p>Select from the drop-down list. The values in the drop-down list are mentioned below:</p> <ul style="list-style-type: none"> <li>• <b>Ignore</b> – Select if you need to ignore the override raised and process the transaction until completion.</li> <li>• <b>Error</b> – Select if you need to show the error message and stop the transaction.</li> </ul>
<b>Incoming User Type</b>	<p>Select the incoming user type from the drop-down values. The values in the drop-down list are mentioned below:</p> <ul style="list-style-type: none"> <li>• <b>User</b> – User appearing in the payload to process the transaction.</li> </ul>


Field	Description
	<ul style="list-style-type: none"> <li>• <b>Default User</b> – Default user maintained to process the transaction.</li> <li>• <b>Role</b> – Role appearing in the payload to process the transaction.</li> <li>• <b>Default Role</b> – Default role maintained to process the transaction.</li> </ul>
<b>Default User</b>	Specify the default user maintained.  <b>NOTE:</b> This field is applicable only if the Incoming User Type is selected as Default User.
<b>Default Role</b>	Specify the default role maintained.  <b>NOTE:</b> This field is applicable only if the Incoming User Type is selected as Default Role.
<b>External Initiation</b>	Select if you need to log the transaction into Journal Log with the status Initiated.
<b>Till Update</b>	Select if you need to update the Till.
<b>Authorization required by Default</b>	Select if you need to raise an override even if it is <b>N</b> in function preference.

After filling the necessary fields, you can perform any of the following actions:

- Click **Save** to view the configured details of External System Maintenance in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary screen, you can also perform any of the following actions:

- Click  icon to search the External System Maintenance based on the specified search criteria. You can search the records based on the following criteria:
  - **External System Code**
  - **External System Name**

- **Authorization Status**
- **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

## 2.20.13 Channel Limits Maintenance

This screen is used to maintain the channel limits for a particular customer group. To process this screen, type **Channel Limits** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Channel Limits**.

→ The **Channel Limits (Summary)** screen is displayed.

**Figure 232: Channel Limits (Summary)**

Channel Limits

Account Class Group: \* \* \*

Channel: BRANCH

Mode No: 1

Authorized Open

Page 1 of 1 (1 - 1 of 1 items)

2. On **Channel Limits (Summary)** screen, click **+** icon.

→ The **Channel Limits Maintenance** screen is displayed.

**Figure 233: Channel Limits Maintenance**

Channel Limits Maintenance

Account Class Group \* \*

Channel \* Branch

	Currency	Max Withdrawal Limit Per Day	No. of Transactions Per Day
<input type="checkbox"/>			

Page 1 of 1 (1 of 1 items)

Save Cancel

Specify the details in the **Channel Limits Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Channel Limits Maintenance](#).


**Field Description: Channel Limits Maintenance**


Field	Description
<b>Account Class Group</b>	Displays the null value.
<b>Channel</b>	Select value from the drop-down list. <b>NOTE:</b> By default, the value is selected as <b>Branch</b> .
<b>+ icon</b>	Click this icon to add a row for channel limits.
<b>- icon</b>	Click this icon to delete a row, which is already added.
<b>Currency</b>	Select the currency from the list of values.
<b>Max Withdrawal Limit Per Day</b>	Specify the maximum amount for the cash withdrawal transactions per day.
<b>No. of Transactions Per Day</b>	Specify the maximum limit for the number of cash withdrawal transactions per day.

After filling the necessary fields, you can perform any of the following actions:

- Click **Save** to view the configured details of Channel Limits Maintenance in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Channel Limits based on the specified search criteria. You can search the records based on the following criteria:
  - **Account Class Group**
  - **Channel**

- **Authorization Status**
- **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

## 2.20.14 Account Group Maintenance

This screen is used to create groups of the account codes, and these groups can be used for charge calculation. To process this screen, type **Account Group Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Account Group Maintenance**.

→ The **Account Group Maintenance** (Summary) screen is displayed.

**Figure 234: Account Group Maintenance (Summary)**

2. On **Account Group Maintenance** (Summary) screen, click **+** icon.



→ The **Account Group Maintenance** screen is displayed.

**Figure 235: Account Group Maintenance**



Specify the details in the **Account Group Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Account Group Maintenance](#).



**Field Description: Account Group Maintenance**

Field	Description
<b>Account Group Code</b>	Specify the account group code.
<b>Account Group Code Description</b>	Specify the description of the account group code.
<b>Add Accounts</b>	Specify the fields.
<b>Account Number</b>	Specify the account number. You can also select from list of values.
<b>Account Name</b>	Displays the description for specified account number.
<b>Reset</b>	Click this button to reset the accounts added.
<b>Add Accounts</b>	Click this button to add the account specified.
<b>Accounts Added</b>	<p>Displays the details of accounts added in the table. Once you add an account in the table, you can perform any of the following actions:</p> <ul style="list-style-type: none"> <li>Edit – Click  icon to edit the added entry.</li> <li>Delete – Click  icon to delete the entry.</li> </ul>

After filling the necessary fields, you can perform any of the following actions:

- Click **Save** to view the configured details of Account Groups in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Account Groups based on the specified search criteria. You can search the records based on the following criteria:
  - **Account Group Code**
  - **Account Group Code Description**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

## 2.20.15 Branch Group Maintenance

This screen is used to create groups of the branch codes, and these groups can be used for charge calculation. To process this screen, type **Branch Group Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Branch Group Maintenance**.

→ The **Branch Group Maintenance** (Summary) screen is displayed.

**Figure 236: Branch Group Maintenance (Summary)**



2. On **Branch Group Maintenance** (Summary) screen, click **+** icon.

→ The **Branch Group Maintenance** screen is displayed.

**Figure 237: Branch Group Maintenance**

Specify the details in the **Branch Group Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Branch Group Maintenance](#).



**Field Description: Branch Group Maintenance**

Field	Description
<b>Branch Group Code</b>	Specify the branch group code.
<b>Branch Group Code Description</b>	Specify the description of the branch group code.
<b>Add Accounts</b>	Specify the fields.
<b>Branch Number</b>	Specify the branch number. You can also select from list of values.
<b>Branch Name</b>	Displays the description for specified branch number.
<b>Reset</b>	Click this button to reset the branches added.
<b>Add Branch</b>	Click this button to add the branch specified.
<b>Branches Added</b>	<p>Displays the details of branches added in the table. Once you add a branch in the table, you can perform any of the following actions:</p> <ul style="list-style-type: none"> <li>Edit – Click  icon to edit the added entry.</li> <li>Delete – Click  icon to delete the entry.</li> </ul>

After filling the necessary fields, you can perform any of the following actions:

- Click **Save** to view the configured details of Branch Groups in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Branch Groups based on the specified search criteria. You can search the records based on the following criteria:
  - **Account Group Code**
  - **Account Group Code Description**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** - Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

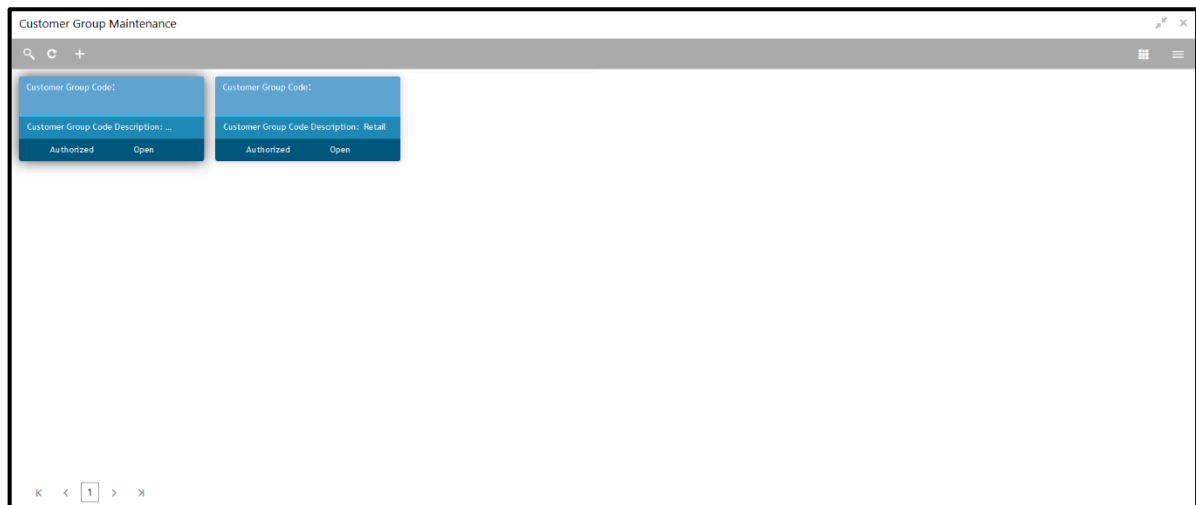
## 2.20.16 Customer Group Maintenance

This screen is used to create groups of the customer codes, and these groups can be used for charge calculation. To process this screen, type **Customer Group Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Customer Group Maintenance**.

→ The **Customer Group Maintenance** (Summary) screen is displayed.

**Figure 238: Customer Group Maintenance (Summary)**





2. On **Customer Group Maintenance** (Summary) screen, click **+** icon.

→ The **Customer Group Maintenance** screen is displayed.

**Figure 239: Customer Group Maintenance**

Specify the details in the **Customer Group Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Customer Group Maintenance](#).



**Field Description: Customer Group Maintenance**

Field	Description
<b>Customer Group Code</b>	Specify the customer group code.
<b>Customer Group Code Description</b>	Specify the description of the customer group code.
<b>Customer Number</b>	Specify the customer number. You can also select from list of values.
<b>Customer Name</b>	Displays the description for specified customer number.
<b>Reset</b>	Click this button to reset the customer numbers added.
<b>Add Customer</b>	Click this button to add the customer numbers specified.
<b>Customers Added</b>	<p>Displays the details of customer numbers added in the table. Once you add a customer number in the table, you can perform any of the following actions:</p> <ul style="list-style-type: none"> <li>Edit – Click  icon to edit the added entry.</li> <li>Delete – Click  icon to delete the entry.</li> </ul>

After filling the necessary fields, you can perform any of the following actions:

- Click **Save** to view the configured details of Customer Groups in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Customer Groups based on the specified search criteria. You can search the records based on the following criteria:
  - **Customer Group Code**
  - **Customer Group Code Description**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.



## 2.20.17 Charge Definition Maintenance

This screen is used to maintain the charge definitions. To process this screen, type **Charge Definition Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Charge Definition Maintenance**.

→ The **Charge Definition Maintenance** (Summary) screen is displayed.

**Figure 240: Charge Definition Maintenance (Summary)**

Charge Definition Maintenance

Charge Code: c7

Charge Type:

Currency:

Unauthorized Open

Page 1 of 1 (1 of 1 items)

2. On **Charge Definition Maintenance** (Summary) screen, click **+** icon.

→ The **Charge Definition Maintenance** screen is displayed.

**Figure 241: Charge Definition Maintenance**

Charge Definition Maintenance

New

Charge Code \*

Charge Description \*

Charge Category \*

Charge Credit Account

Charge Debit Account

Pricing Source Description

Pricing Source System

EDE Code

+ -

EDE Code



No data to display.

Page 1 (0 of 0 items)

Save Cancel

Specify the details in the **Charge Definition Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Charge Definition Maintenance](#).



**Field Description: Charge Definition Maintenance**

Field	Description
<b>Charge Code</b>	Specify the charge code.
<b>Charge Description</b>	Specify the description of the charge code.
<b>Charge Category</b>	Select the charge category ( <b>Standard</b> or <b>Tax</b> ).
<b>Charge Credit Account</b>	Specify the charge credit account. You can also select from list of values.
<b>Charge Debit Account</b>	Specify the charge debit account. You can also select from list of values.
<b>Pricing Source System</b>	Specify the pricing source system. You can also select from list of values.
<b>Pricing Source Description</b>	Displays the description of the pricing source.
<b>EDE Code</b>	<p>Displays the details of charge codes added in the table. Once you add a customer number in the table, you can perform any of the following actions:</p> <ul style="list-style-type: none"> <li>Edit – Click  icon to edit the added entry.</li> <li>Delete – Click  icon to delete the entry.</li> </ul>

After filling the necessary fields, you can perform any of the following actions:

- Click **Save** to view the configured details of Customer Groups in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Charge Definitions based on the specified search criteria. You can search the records based on the following criteria:
  - **Function Code**
  - **Branch Code**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

## 2.20.18 Create Charge Pricing Maintenance

This screen is used to maintain the charge pricing. To process this screen, type **Create Charge Pricing Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Create Charge Pricing Maintenance**.

→ The **Create Charge Pricing Maintenance** screen is displayed.

**Figure 242: Create Charge Pricing Maintenance**

The screenshot shows the 'Create Charge Pricing Maintenance' window. It has a title bar with standard window controls. The form includes the following fields:

- Application Code \***: A dropdown menu with 'OBBRN' selected.
- Charge Pricing Description \***: A text input field.
- Pricing Category \***: A dropdown menu with 'Select'.
- Pricing Method \***: A dropdown menu with 'Select'.
- Pricing Currency \***: A dropdown menu with 'Select'.
- Charge In Txn Currency**: A toggle switch.
- Min/Max Validation Criteria**: A dropdown menu with 'Select'.
- Min Charge Percent**: A range input field with up/down arrows.
- Max Charge Percent**: A range input field with up/down arrows.
- Fixed Amount \***: A text input field.

At the bottom right, there are two buttons: 'Save' and 'Cancel'.

Specify the details in the **Create Charge Pricing Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Create Charge Pricing Maintenance](#).

**Field Description: Create Charge Pricing Maintenance**

Field	Description
<b>Application Code</b>	Specify the application code.
<b>Charge Pricing Description</b>	Specify the description of the charge pricing.

Field	Description
<b>Pricing Category</b>	Select the pricing category. The drop-down list has the following values: <ul style="list-style-type: none"> <li>• <b>Fixed Amount</b></li> <li>• <b>Fixed Percent</b></li> <li>• <b>Tier Based Amount</b></li> <li>• <b>Tier Based Percent</b></li> </ul>
<b>Pricing Method</b>	Select the pricing method. The drop-down values will vary based on the <b>Pricing Category</b> .
<b>Pricing Currency</b>	Select the pricing currency.
<b>Charge in Transaction Currency</b>	Select if the charges needed in transaction currency.
<b>Min/Max Validation Criteria</b>	Select the criteria ( <b>Amount</b> or <b>Percentage</b> ) for minimum or maximum validation.
<b>Min Charge Amount/Percent</b>	Specify the minimum charge amount or percent.
<b>Max Charge Amount/Percent</b>	Specify the minimum charge amount or percent.
<b>Fixed Amount/Percent</b>	Specify the fixed amount or percent. This field is enabled only if <b>Pricing Category</b> is selected as <b>Fixed Amount</b> or <b>Fixed Percent</b>

After filling the necessary fields, you can perform any of the following actions:

- Click **Save** to view the configured details of Charge Pricing in the Summary view.
- Click **Cancel** to terminate the operation.

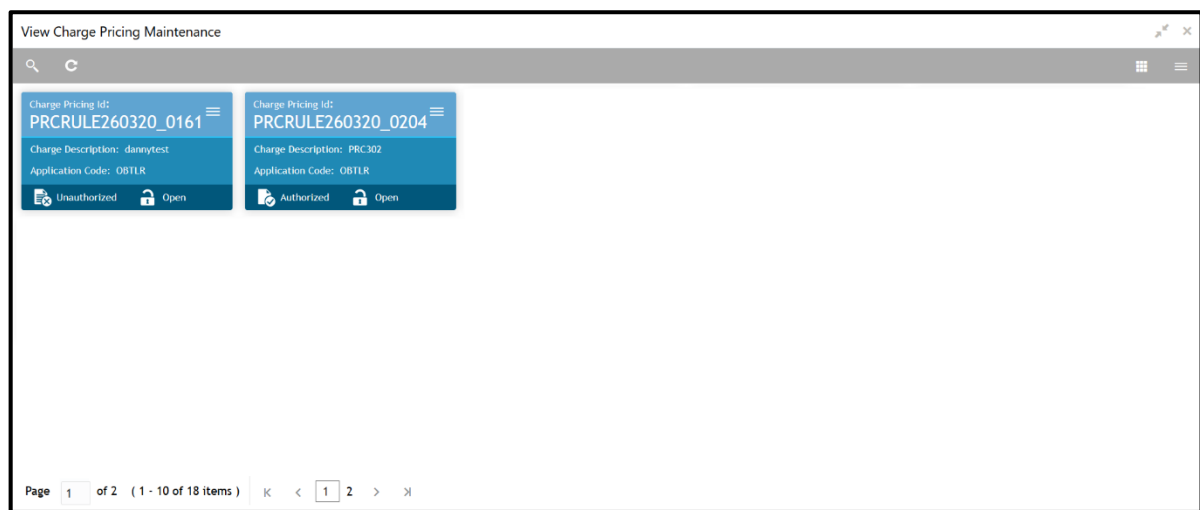
## 2.20.19 View Charge Pricing Maintenance

This screen is used to view the summary and details of charge pricing IDs. To process this screen, type **View Charge Pricing Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:


1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **View Charge Pricing Maintenance**.


→ The **View Charge Pricing Maintenance (Summary)** screen is displayed.

**Figure 243: View Charge Pricing Maintenance (Summary)**



In the summary view, you can perform any of the following actions:

- Click  icon to search the Charge Pricing based on the specified search criteria. You can search the records based on the following criteria:
  - **Charge Pricing Id**
  - **Charge Description**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.

- **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

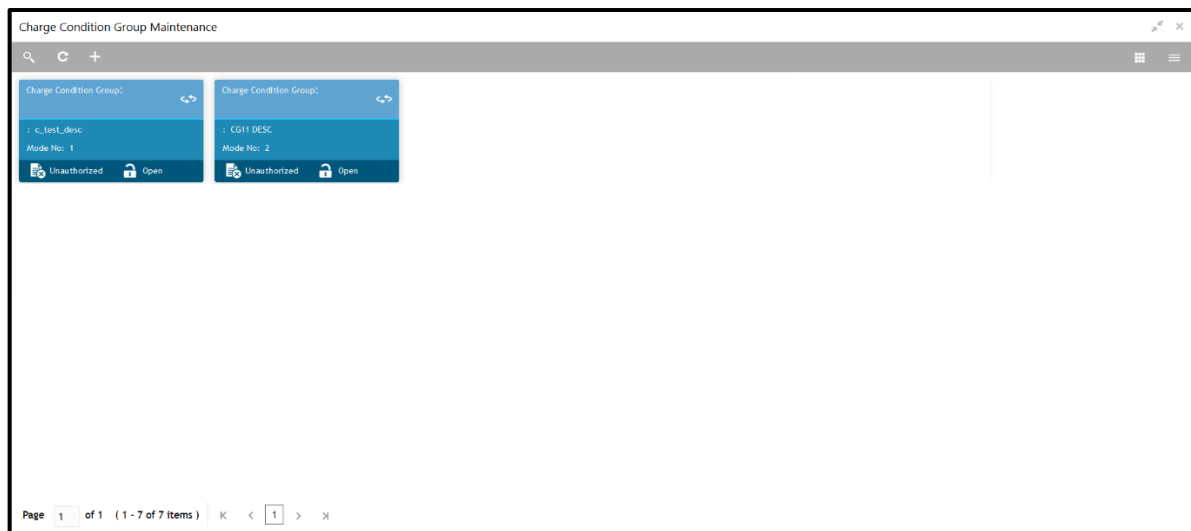
## 2.20.20 Charge Condition Group Maintenance

This screen is used to create groups of the charge condition codes. To process this screen, type **Charge Condition Group Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Charge Condition Group Maintenance**.

→ The **Charge Condition Group Maintenance (Summary)** screen is displayed.

**Figure 244: Charge Condition Group Maintenance (Summary)**



2. On **Charge Condition Group Maintenance** (Summary) screen, click  icon.

→ The **Charge Condition Group Maintenance** screen is displayed.



**Figure 245: Charge Condition Group Maintenance**

Specify the details in the **Charge Condition Group Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Charge Condition Group Maintenance](#).

**Field Description: Charge Condition Group Maintenance**

Field	Description
<b>Charge Group Code</b>	Specify the charge group code.
<b>Charge Group Code Description</b>	Specify the description of the charge group code.





Field	Description
<b>Parameter 1 to Parameter 5</b>	Select the parameters 1 to 5.  <b>NOTE:</b> There will be few parameters like Customer Group, Account Group, or Branch group will be pre-shipped. Customers need to choose the parameters, group them, and name them with the group codes. A rule will be attached to the group code so that based on the group used corresponding rule will be applied for calculation.
<b>Charge Details</b>	Specify the fields.
<b>Value 1 to Value 5</b>	Specify the values 1 to 5. You can also select from list of values.
<b>Price Template ID</b>	Specify the price template ID. You can also select from list of values.
<b>Price Template Description</b>	Displays the description for specified price template ID.
<b>Reset</b>	Click this button to reset the charge group details added.
<b>Add Charge Group</b>	Click this button to add the charge group details specified.
<b>Charge Groups Added</b>	Displays the details of charge groups added in the table. Once you add a customer number in the table, you can perform any of the following actions: <ul style="list-style-type: none"> <li>Edit – Click  icon to edit the added entry.</li> <li>Delete – Click  icon to delete the entry.</li> </ul>

After filling the necessary fields, you can perform any of the following actions:

- Click **Save** to view the configured details of Charge Groups in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Charge Groups based on the specified search criteria. You can search the records based on the following criteria:
  - **Charge Condition Group**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

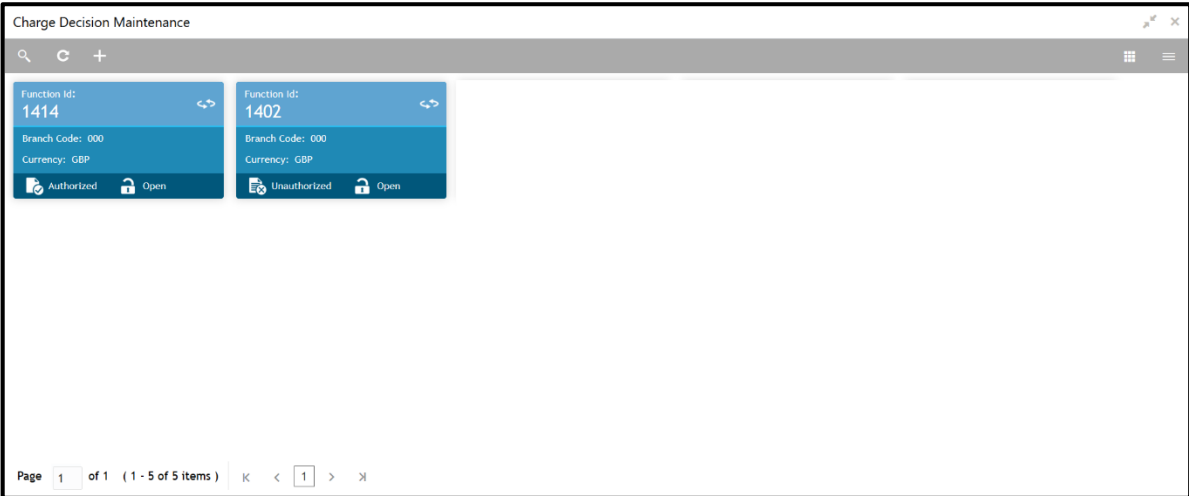
## 2.20.21 Charge Decision Maintenance

This screen is used to maintain the charge decisions. To process this screen, type **Charge Decision Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Charge Decision Maintenance**.

→ The **Charge Decision Maintenance (Summary)** screen is displayed.

**Figure 246: Charge Decision Maintenance (Summary)**



Charge Decision Maintenance

Function Id: 1414  
Branch Code: 000  
Currency: GBP  
Authorized Open

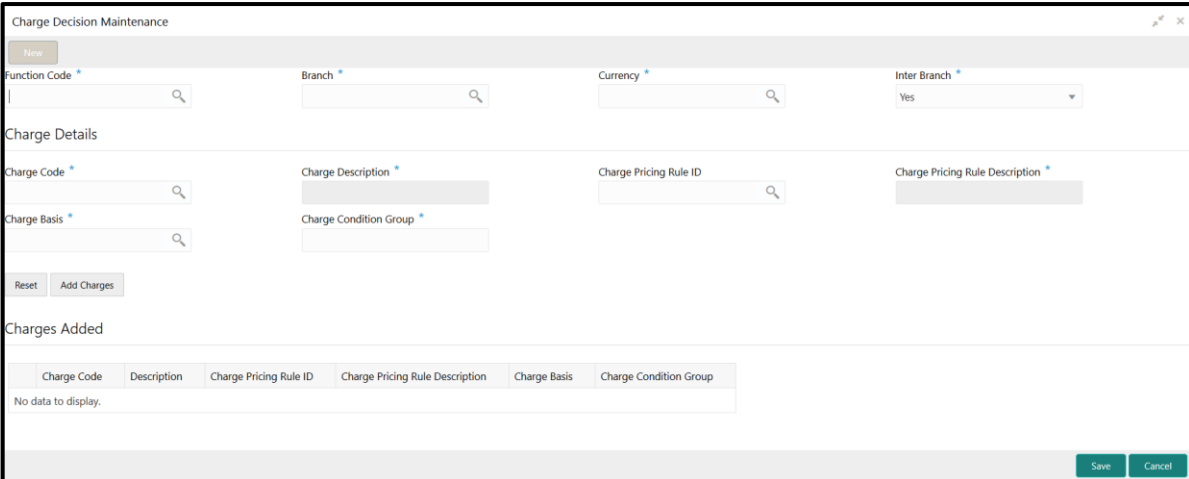
Function Id: 1402  
Branch Code: 000  
Currency: GBP  
Unauthorized Open

Page 1 of 1 (1 - 5 of 5 items)

2. On **Charge Decision Maintenance (Summary)** screen, click **+** icon.

→ The **Charge Decision Maintenance** screen is displayed.

**Figure 247: Charge Decision Maintenance**



Charge Decision Maintenance

New

Function Code \* Branch \* Currency \* Inter Branch \*

Charge Details

Charge Code \* Charge Description \* Charge Pricing Rule ID Charge Pricing Rule Description \*

Charge Basis \* Charge Condition Group \*

Reset Add Charges

Charges Added



Charge Code	Description	Charge Pricing Rule ID	Charge Pricing Rule Description	Charge Basis	Charge Condition Group
No data to display.					

Save Cancel

Specify the details in the **Charge Decision Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Charge Decision Maintenance](#).

**Field Description: Charge Decision Maintenance**


Field	Description
<b>Function Code</b>	Specify the function code. You can also select from the list of values.
<b>Branch</b>	Specify the branch code. You can also select from the list of values.
<b>Currency</b>	Specify the currency code. You can also select from the list of values.
<b>Inter Branch</b>	Select the Inter Branch requirement ( <b>Yes</b> , <b>No</b> , or <b>Both</b> ).
<b>Charge Details</b>	Specify the fields.
<b>Charge Code</b>	Specify the charge code. You can also select from the list of values.
<b>Charge Description</b>	Displays the description of charge code specified.
<b>Charge Pricing Rule ID</b>	Specify the charge-pricing rule ID. You can also select from the list of values.  <b>NOTE:</b> You can choose the pricing rule ID to apply charge or choose a group code from which the pricing rule will be picked for calculation. You can only define the rule or group. Either rule can be used or a group can be used.
<b>Charge Pricing Rule Description</b>	Displays the description of charge-pricing rule ID specified.


Field	Description
<b>Charge Basis</b>	Specify the charge basis. You can also select from the list of values.
<b>Charge Condition Group</b>	Specify the charge condition group.
<b>Reset</b>	Click this button to reset the charges added.
<b>Add Charges</b>	Click this button to add the charge decisions specified.
<b>Charges Added</b>	<p>Displays the details of charge decisions added in the table. Once you add an account in the table, you can perform any of the following actions:</p> <ul style="list-style-type: none"> <li>• Edit – Click  icon to edit the added entry.</li> <li>• Delete – Click  icon to delete the entry.</li> </ul>

After filling the necessary fields, you can perform any of the following actions:

- Click **Save** to view the configured details of Charge Decisions in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Charge Decisions based on the specified search criteria. You can search the records based on the following criteria:
  - **Function Code**
  - **Branch Code**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.

- **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

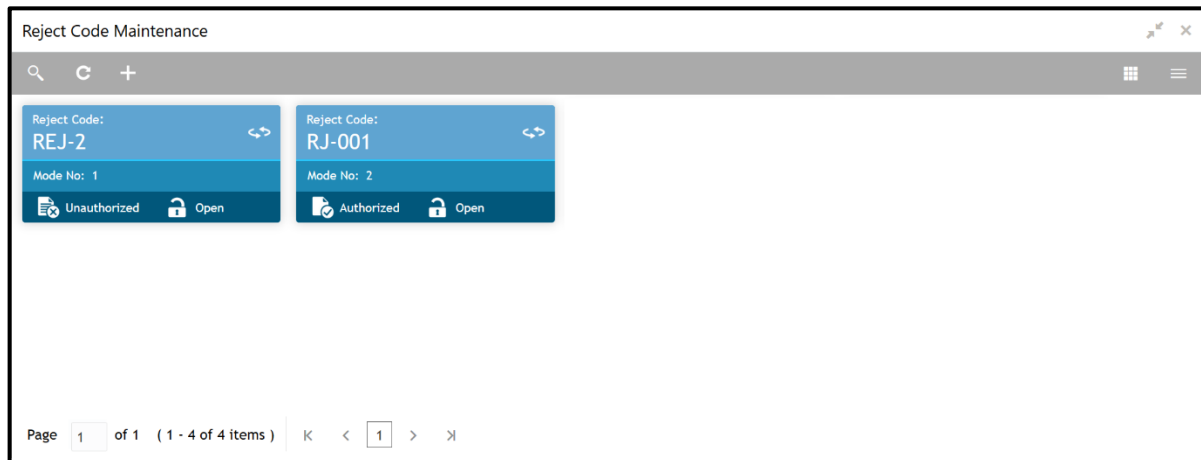
## 2.20.22 Reject Code Maintenance

This screen is used to maintain the reject codes. To process this screen, type **Reject Code Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Reject Code Maintenance**.

→ The **Reject Code Maintenance (Summary)** screen is displayed.

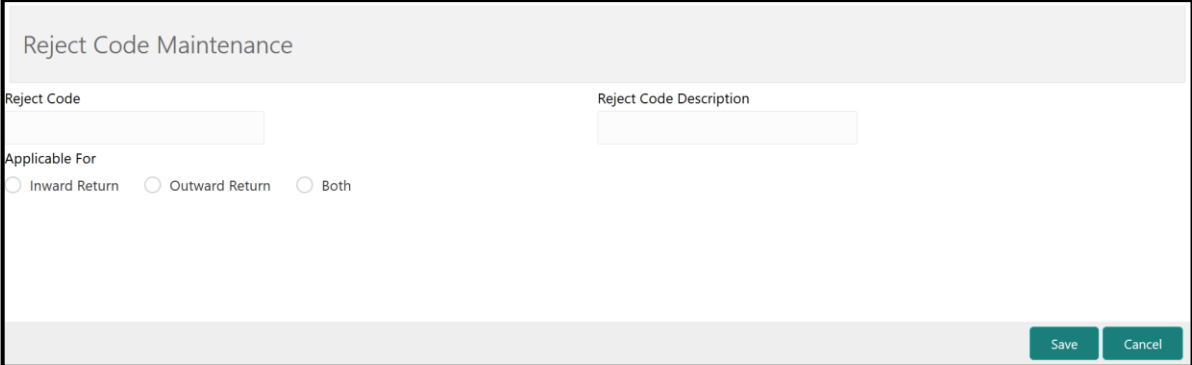
**Figure 248: Reject Code Maintenance (Summary)**



2. On **Reject Code Maintenance** (Summary) screen, click  icon.

→ The **Reject Code Maintenance** screen is displayed.

**Figure 249: Reject Code Maintenance**



Specify the details in the **Reject Code Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Reject Code Maintenance](#).



**Field Description: Reject Code Maintenance**

Field	Description
<b>Reject Code</b>	Specify the reject code. This code indicates the reason for rejecting a clearing transaction.
<b>Reject Code Description</b>	Specify the description of the reject code.
<b>Applicable For</b>	Select from the radio list ( <b>Inward Return</b> , <b>Outward Return</b> , or <b>Both</b> ).

After filling the necessary fields, you can perform any of the following actions:

- Click **Save** to view the configured details of Charge Decisions in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Charge Decisions based on the specified search criteria. You can search the records based on the following criteria:
  - **Reject Code**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – Click this button to authorise the record.
  - **Close** – Click this button to close the record.
  - **Reopen** – Click this button to re-open a closed record.
  - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.



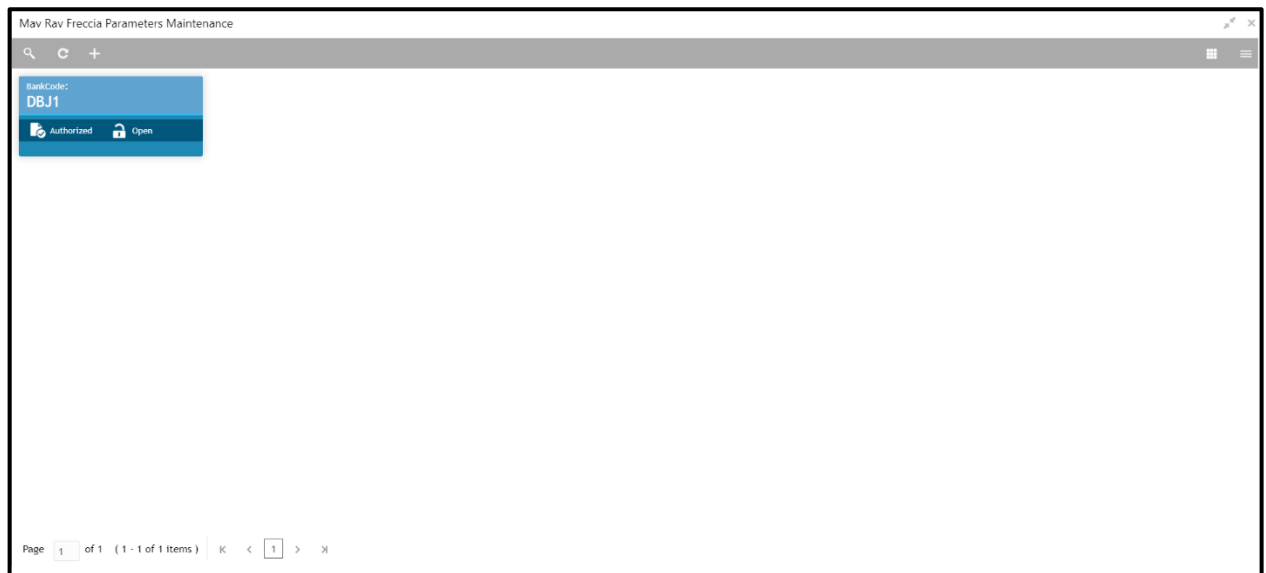
### 2.20.23 MAV RAV FRECCIA Parameters Maintenance

This screen is used to maintain the parameters required for processing MAV, RAV and FRECCIA. To invoke this screen, type **Mav Rav Freccia Parameters Maintenance** the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Mav Rav Freccia Parameters Maintenance**.

→ The **Mav Rav Freccia Parameters Maintenance (Summary)** screen displays.

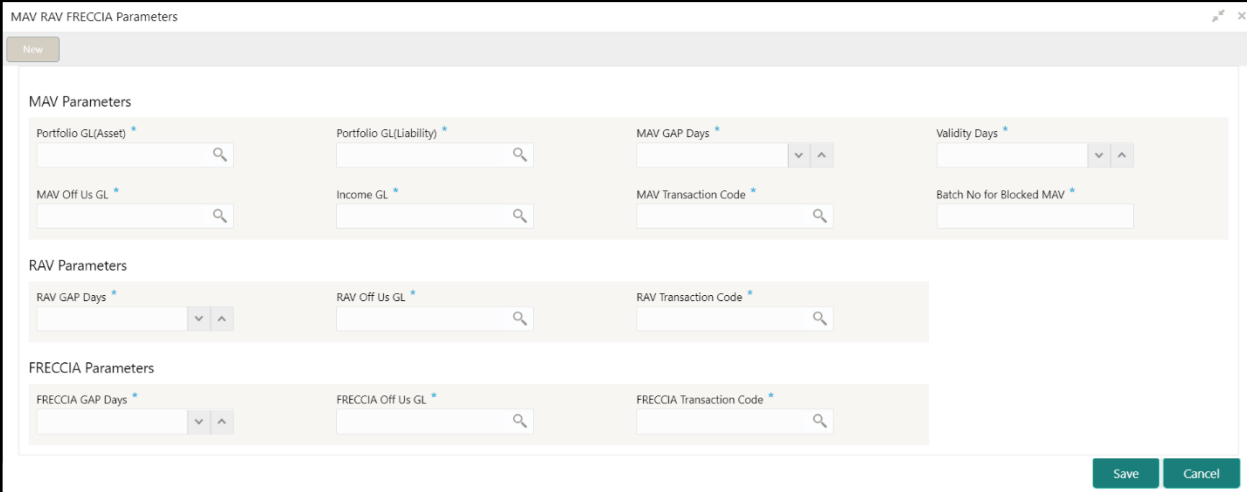
**Figure 250: Mav Rav Freccia Parameters Maintenance (Summary)**



2. In the **Mav Rav Freccia Parameters Maintenance** (Summary) screen, click  icon.

→ The **Mav Rav Freccia Parameters** screen displays.

**Figure 251: Mav Rav Freccia Parameters**



Specify the details in the **Mav Rav Freccia Parameters** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Mav Rav Freccia Parameters](#).

**Field Description: Mav Rav Freccia Parameters**


Field	Description
<b>Portfolio GL (Asset)</b>	Specify the Asset GL to be debited for issuing MAVs from the adjoining option list
<b>Portfolio GL (Liability)</b>	Specify the Portfolio GL to be credited for issuing MAVs from the adjoining option list
<b>MAV GAP Days</b>	Specify the <b>MAV GAP Days</b> .
<b>Validity Days</b>	Specify the <b>Validity Days</b> for MAVs
<b>MAV Off Us GL</b>	Specify the <b>MAV Off Us GL</b> to be credited for payment of Off Us MAVs.

Field	Description
<b>Income GL</b>	Specify Income GL into which the charge amount (debited from beneficiary account on issuing a MAV) gets credited.
<b>MAV Transaction Code</b>	Specify <b>MAV Transaction Code</b> for issuing MAVs.
<b>Batch No. for Blocked MAV</b>	Specify Batch No. for Blocked MAV to be used for issuing blocked MAV.
<b>RAV Parameters</b>	Specify the fields.
<b>RAV GAP Days</b>	Specify the RAV GAP Days.
<b>RAV Off Us GL</b>	Specify the RAV Off Us GL to be credited for payment of RAVs from the adjoining option list.
<b>RAV Transaction Code</b>	Specify RAV Transaction Code for payment of RAVs.
<b>Freccia Parameters</b>	Specify the fields.
<b>FRECCIA GAP Days</b>	Specify the FRECCIA GAP Days.
<b>FRECCIA Off Us GL</b>	Specify the FRECCIA Off Us GL to be credited for payment of FRECCIA.
<b>FRECCIA Transaction Code</b>	Specify FRECCIA Transaction Code for payment of FRECCIAs.

After filling the necessary fields, you can do any of the following steps:

- Click **Save** to complete the transaction.  
→ **Record Saved Successfully** information message is displayed.
- Click **Cancel** to terminate the operation

In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Mav Rav Freccia Parameters based on the specified search criteria.  
You can search the records based on the following criteria:
  - **BankCode**
  - **Authorization Status**
  - **Record Status**

### 3 List Of Glossary

1. Account Address Update - [Account Address Update](#) (pg. 434)
2. Account Balance Inquiry - [Account Balance Inquiry](#) (pg. 425)
3. Account Group Maintenance – [Account Group Maintenance](#) (pg. 501)
4. Account Statement Request - [Account Statement Request](#) (pg. 430)
5. Account Transfer - [Account Transfer](#) (pg. 204)
6. Accounting and Settlements - [Accounting and Settlements](#) (pg. 485)
7. Alerts - [Alerts](#) (pg. 443)
8. Batch Processing for Future Dated Payments - [Batch Processing for Future Dated Payments](#) (pg. 398)
9. BC Issue Against Customer Account - [BC Issue Against Customer Account](#) (pg. 240)
10. BC Issue Against GL - [BC Issue Against GL](#) (pg. 248)
11. BC Issue Against Walk-in - [BC Issue Against Walk-in](#) (pg. 244)
12. BC Operations - [BC Operations](#) (pg. 253)
13. BC Print/Re-print - [BC Print/Re-print](#) (pg. 251)
14. Blocked MAV Numbers Maintenance - [Blocked MAV Numbers Maintenance](#) (pg. 399)
15. Book Overage - [Book Overage](#) (pg. 39)
16. Book Shortage - [Book Shortage](#) (pg. 36)
17. Branch Breaching Limits - [Branch Breaching Limits](#) (pg. 23)
18. Branch Group Maintenance - [Branch Group Maintenance](#) (pg. 504)
19. Branch Role Limits - [Branch Role Limits](#) (pg. 450)
20. Branch User Preferences - [Branch User Preferences](#) (pg. 452)
21. Buy Cash from Currency Chest – [Buy Cash from Currency Chest](#) (pg. 51)
22. Buy Cash from Till - [Buy Cash from Till](#) (pg. 58)
23. Buy Cash from Vault - [Buy Cash from Vault](#) (pg. 55)
24. Cancellation of MAV Payments - [Cancellation of MAV Payments](#) (pg. 397)

- 25. Cash Deposit – [Cash Deposit](#) (pg. 73)
- 26. Cash Deposit (Teller Session) - [Cash Deposit](#) (pg. 384)
- 27. Cash In Hand - [Cash In Hand](#) (pg. 439)
- 28. Cash Withdrawal - [Cash Withdrawal](#) (pg. 77)
- 29. Cash Withdrawal (Teller Session) - [Cash Withdrawal](#) (pg. 386)
- 30. Channel Limits Maintenance - [Channel Limits Maintenance](#) (pg. 498)
- 31. Charge Condition Group Maintenance - [Charge Condition Group Maintenance](#) (pg. 516)
- 32. Charge Decision Maintenance - [Charge Decision Maintenance](#) (pg. 520)
- 33. Charge Definition Maintenance - [Charge Definition Maintenance](#) (pg. 510)
- 34. Charge Maintenance - [Charge Maintenance](#) (pg. 479)
- 35. Cheque Book Request - [Cheque Book Request](#) (pg. 415)
- 36. Cheque Deposit - [Cheque Deposit](#) (pg. 226)
- 37. Cheque Return - [Cheque Return](#) (pg. 230)
- 38. Cheque Status Inquiry - [Cheque Status Inquiry](#) (pg. 411)
- 39. Cheque Withdrawal - [Cheque Withdrawal](#) (pg. 79)
- 40. Circular Cheque Issue Against Account - [Circular Cheque Issue Against Account](#) (pg. 171)
- 41. Circular Cheque Issue Against Cash - [Circular Cheque Issue Against Cash](#) (pg. 167)
- 42. Close Branch Batch - [Close Branch Batch](#) (pg. 34)
- 43. Close Out Withdrawal – [Close Out Withdrawal](#) (pg. 100)
- 44. Close Out Withdrawal by Cash - [Close Out Withdrawal by Cash](#) (pg. 97)
- 45. Close Teller Batch - [Close Teller Batch](#) (pg. 31)
- 46. Close Vault Batch - [Close Vault Batch](#) (pg. 33)
- 47. Create Charge Pricing Maintenance - [Create Charge Pricing Maintenance](#) (pg. 513)
- 48. Credit Card Advance by Cash - [Credit Card Advance by Cash](#) (pg. 345)
- 49. Credit Card Advance by Transfer - [Credit Card Advance by Transfer](#) (pg. 349)
- 50. Credit Card Payment by Cash - [Credit Card Payment by Cash](#) (pg. 353)

- 51. Credit Card Payment (by non-cash modes) - [Credit Card Payment \(by non-cash modes\)](#) (pg. 356)
- 52. Current Open Tills - [Current Open Tills](#) (pg. 21)
- 53. Customer Address Update - [Customer Address Update](#) (pg. 432)
- 54. Customer Contact Update - [Customer Contact Details Update](#) (pg. 436)
- 55. Customer Group Maintenance - [Customer Group Maintenance](#) (pg. 507)
- 56. Customer Search - [Customer Search](#) (pg. 441)
- 57. Customer Service Request - [Customer Service Request](#) (pg. 442)
- 58. DD Issue Against Account - [DD Issue Against Account](#) (pg. 282)
- 59. DD Issue against GL - [DD Issue against GL](#) (pg. 290)
- 60. DD Issue Against Walk-in - [DD Issue Against Walk-in](#) (pg. 286)
- 61. DD Operations - [DD Operations](#) (pg. 295)
- 62. DD Print/Re-print - [DD Print/Re-print](#) (pg. 293)
- 63. Default Authorizer Maintenance - [Default Authorizer Maintenance](#) (pg. 476)
- 64. Denomination Exchange - [Denomination Exchange](#) (pg. 61)
- 65. Denominations Maintenance - [Denominations Maintenance](#) (pg. 456)
- 66. Domestic Transfer Against Account - [Domestic Transfer Against Account](#) (pg. 209)
- 67. Domestic Transfer Against Walk-in - [Domestic Transfer Against Walk-in](#) (pg. 214)
- 68. Servicing Journal - [Servicing Journal](#) (pg. 407)
- 69. Electronic Journal - [Electronic Journal](#) (pg. 403)
- 70. External System Maintenance - [External System Maintenance](#) (pg. 493)
- 71. F23 Tax Payment by Account - [F23 Tax Payment By Account](#) (pg. 138)
- 72. F23C Tax Payment by Cash - [F23C Tax Payment By Cash](#) (pg. 112)
- 73. F24 Tax Payment By Account - [F24 Tax Payment By Account](#) (pg. 144)
- 74. F24C Tax Payment by Cash - [F24C Tax Payment By Cash](#) (pg. 117)
- 75. Frequent Branch Operations - [Frequent Branch Operations](#) (pg. 442)
- 76. Frequent Customer Operations - [Frequent Customer Operations](#) (pg. 441)

- 77. Frequent Links - [Frequent Links](#) (pg. 444)
- 78. Function Code Definition - [Function Code Definition](#) (pg. 459)
- 79. Function Code Preferences - [Function Code Preferences](#) (pg. 471)
- 80. FX Purchase Against Account - [FX Purchase Against Account](#) (pg. 89)
- 81. FX Purchase Against Walk-in - [FX Purchase Against Walk-in](#) (pg. 93)
- 82. FX Purchase Against Walk-in (Teller Session) - [FX Purchase Against Walk-in](#) (pg. 390)
- 83. FX Sale Against Account - [Foreign Exchange \(FX\)](#) Sale Against Account (pg. 82)
- 84. FX Sale Against Walk-in - [FX Sale Against Walk-in](#) (pg. 86)
- 85. FX Sale Against Walk-in (Teller Session) - [FX Sale Against Walk-in](#) (pg. 387)
- 86. In House Cheque Deposit - [In-House Cheque Deposit](#) (pg. 207)
- 87. Instrument Number Maintenance - [Instrument Number Maintenance](#) (pg. 231)
- 88. Inter Branch Transaction Input - [Interbranch Transaction Input](#) (pg. 66)
- 89. Inter Branch Transaction Liquidation - [Interbranch Transaction Liquidation](#) (pg. 69)
- 90. Inter Branch Transaction Request - [Interbranch Transaction Request](#) (pg. 64)
- 91. Inter Branch Transit Account Maintenance - [Inter Branch Transit Account Maintenance](#) (pg. 491)
- 92. International Transfer Against Account - [International Transfer Against Account](#) (pg. 217)
- 93. International Transfer Against Walk-in - [International Transfer Against Walk-in](#) (pg. 222)
- 94. Inventory in Hand - [Inventory in Hand](#) (pg. 440)
- 95. Inward Clearing Data Entry - [Inward Clearing Data Entry](#) (pg. 232)
- 96. Islamic Down Payment by Cash - [Islamic Down Payment By Cash](#) (pg. 373)
- 97. Islamic TD Account Opening - [Islamic TD Account Opening](#) (pg. 376)
- 98. Issue of MAVs Maintenance - [Issue of MAVs Maintenance](#) (pg. 394)
- 99. Loan Disbursement by Cash - [Loan Disbursement by Cash](#) (pg. 363)
- 100. Loan Repayment by Cash - [Loan Repayment by Cash](#) (pg. 366)
- 101. Loan Repayment by Cash (Teller Session) - [Loan Repayment by Cash](#) (pg. 391)
- 102. MAV Batch Process - [MAV Batch Process](#) (pg. 401)



- 103. MAV RAV FRECCIA Parameters Maintenance - [MAV RAV FRECCIA Parameters Maintenance](#) (pg. 526)
- 104. MAVs RAVs FRECCIAs Payment by Account - [MAVs RAVs FRECCIAs Payment by Account](#) (pg. 182)
- 105. MAVs RAVs FRECCIAs Payment by Cash - [MAVs RAVs FRECCIAs Payment by Cash](#) (pg. 174)
- 106. Miscellaneous Customer Credit - [Miscellaneous Customer Credit](#) (pg. 192)
- 107. Miscellaneous Customer Debit - [Miscellaneous Customer Debit](#) (pg. 189)
- 108. Miscellaneous GL Credit - [Miscellaneous GL Credit](#) (pg. 198)
- 109. Miscellaneous GL Debit - [Miscellaneous GL Debit](#) (pg. 195)
- 110. Miscellaneous GL Transfer - [Miscellaneous GL Transfer](#) (pg. 201)
- 111. Murabaha Payment by Cash - [Murabaha Payment By Cash](#) (pg. 370)
- 112. My Transaction Status - [My Transaction Status](#) (pg. 441)
- 113. Notifications - [Notifications](#) (pg. 443)
- 114. Open Branch Batch - [Open Branch Batch](#) (pg. 17)
- 115. Open Teller Batch - [Open Teller Batch](#) (pg. 20)
- 116. Open Vault Batch - [Open Vault Batch](#) (pg. 18)
- 117. Outward Clearing Data Entry - [Outward Clearing Data Entry](#) (pg. 235)
- 118. Passbook Issue - [Passbook Issue](#) (pg. 417)
- 119. Passbook Status Change - [Passbook Status Change](#) (pg. 422)
- 120. Passbook Update - [Passbook Update](#) (pg. 420)
- 121. RD Payment by Cash - [RD Payment by Cash](#) (pg. 109)
- 122. Reject Code Maintenance - [Reject Code Maintenance](#) (pg. 523)
- 123. Safe Deposit Rental by Cash - [Safe Deposit Rental By Cash](#) (pg. 106)
- 124. Sell Cash to Currency Chest - [Sell Cash to Currency Chest](#) (pg. 53)
- 125. Sell Cash to Till - [Sell Cash to Till](#) (pg. 60)
- 126. Sell Cash to Vault - [Sell Cash to Vault](#) (pg. 56)

- 127. Start Teller Session - [Start Teller Session](#) (pg. 41)
- 128. Stop Card Request - [Stop Card Request](#) (pg. 361)
- 129. Stop Cheque Request - [Stop Cheque Request](#) (pg. 412)
- 130. Stop Teller Session - [Stop Teller Session](#) (pg. 44)
- 131. Teller Branch Parameters - [Teller Branch Parameters](#) (pg. 446)
- 132. Teller Totals Position - [Teller Totals Position](#) (pg. 29)
- 133. Term Deposit Account Opening - [Term Deposit Account Opening](#) (pg. 323)
- 134. Term Deposit Redemption Against Account - [Term Deposit Redemption Against Account](#) (pg. 335)
- 135. Term Deposit Redemption Against Cash - [Term Deposit Redemption Against Cash](#) (pg. 331)
- 136. Term Deposit Top-up against Account - [Term Deposit Top-up against Account](#) (pg. 339)
- 137. Term Deposit Top-up against Cash - [Term Deposit Top-up against Cash](#) (pg. 342)
- 138. Till Cash Position - [Till Cash Position](#) (pg. 440)
- 139. Till Vault Position - [Till Vault Position](#) (pg. 26)
- 140. View Charge Pricing Maintenance - [View Charge Pricing Maintenance](#) (pg. 515)