

# Oracle FLEXCUBE Core Banking

Safe Deposit Box User Manual

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Safe Deposit Box User Manual

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# 1. Safe Deposit Box

## 1.1 8057 - SDB Allotment

Using this option you can allot a safe deposit box.

When a new safe deposit box is being allotted, the transaction processing application performs a check, using the given Customer IC and the category type, on the centralized customer information database.

A maximum of three customers can be related to a safe deposit box at the time of account opening.

The account opening includes the following steps:

- Check for customer existence: Check existence of all the customers linked to the account.
- Open Account: Allot a new safe deposit box using the **SDB Allotment Screen** option.
- Specify Account Operating Instructions.
- Customer Account Linking: A maximum of three customers can be linked to the account using this option. If there are more than three customers to be linked to the account, the same needs to be linked using the **Customer Account Relationship Maintenance** (Task Code: CI142) option.


### Definition Prerequisites

- BAM17 - Branch Type Maintenance
- CHM01 - CASA Product Master Maintenance
- BAM30 - Tax Codes Maintenance
- CIM08 - Customer Type Maintenance
- 8053 - Customer Addition
- CI142 - Customer Account Relationship Maintenance
- IVM01 - Stock Codes
- SBM01 - Safe Deposit Box product and inventory cross reference
- IVM03 - Inventory Branch Cross Reference
- IVM04 - Stock Branch Cross Reference
- IV001 - Stock Transactions

### Modes Available

Not Applicable

### **To allot a safe box deposit**

1. In the **Dashboard** page, Enter the Task code **8057** and then click  or navigate through the menus to **Front Office Transactions > Customer Transactions > SDB Allotment**.
2. You will be navigated to **SDB Allotment** screen.

### SDB Allotment

8057 x

SDB Allotment Val. Customer OK Close Clear

\* Branch Name 99001  MUMBAI

\* Product Name  Product Ccy

Allotment Number  Acct Title

Safe Box ID  Stock Code  Series No.

Customer Information

* Customer IC	* Category	IC Type	Short Name	Birth / Reg Date	* Relations	Customer ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01/01/1800 <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01/01/1800 <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01/01/1800 <input type="text"/>	<input type="text"/>	<input type="text"/>

Officer ID TRANGA03

\* Date of Allotment (dd/mm/yyyy) 15/12/2018

Date of Expiry (dd/mm/yyyy) 01/01/1800

\* Rental Period (in Months)

Group Code

SDB Rent Recovery Account

\* Key No.

LG Code

Debit Narration

Staff

Acct Title

Remarks

LC Code

Credit Narration

## Field Description

Field Name	Description
<b>Branch Name</b>	[Mandatory, Search list] Select the branch name in which the account is opened. The account opening procedure can be either centralized or decentralized. In a centralized setup, one centralized processing center will open accounts for all branches of a region. The user has to select the name of the centralized processing branch in case of centralized setup for account opening. In Decentralized setup, the transaction processing branch name is displayed.
<b>Product Name</b>	[Mandatory, Drop-Down] Select the product name under which the account is to be opened from the drop-down list. The drop-down list has a list of authorised SDB account products available for the selected branch. SDB account products are defined using the <b>CASA Product Master Maintenance</b> (Task Code: CHM01) option.
<b>Product Ccy</b>	[Display] This field displays the currency assigned to the product at the time of product definition. This is the default currency for the product and cannot be modified.
<b>Allotment Number</b>	[Display] This field displays the system generated allotment number for the SDB.
<b>Acct Title</b>	[Display] This field displays the account title.
<b>Safe Box ID</b>	[Display] The system displays the unique identification number assigned to the SDB.

<b>Stock Code</b>	[Display] The system displays the Inventory Stock Code.
<b>Series No.</b>	[Display] The system displays the SDB Inventory Series Number.
<b>Customer Information</b>	
<b>Customer IC</b>	[Mandatory, Pick List] Type the identification code of the customer. A customer IC along with customer type is a unique method of customer identification across the bank (covering all branches). Based on the IC and Customer Type, the system can identify the customer as an existing customer even when the customer opens a new account in another branch. A social security number, passport number, birth certificate or corporate registration can be used as a customer IC.
<b>Category</b>	[Mandatory, Drop-Down] Select the category of the customer from the drop-down list. For example, Tax Paying Individual, Church, Foreign Corporate, etc. A user can select multiple customer types to segregate the customers using the <b>Customer Types Maintenance</b> (Task Code: CIM08) option. Further processing such as tax applicable, SC charges, etc., are levied based on the customer type.
<b>IC Type</b>	[Display] The IC type of the customer, based on the category to which the customer belongs. It is maintained in the <b>Customer Types Maintenance</b> (Task Code: CIM08) option.
<b>Short Name</b>	[Display] This field displays the short name of the customer displayed from the <b>Customer Addition</b> (Task Code: 8053) option. The customer short name can be changed through the <b>IC No – Short Name Change</b> (Task Code: 7101) option.
<b>Birth / Reg Date</b>	[Display] This field displays the birth or registration date of the customer after validation. If the customer already exists, then the Birth/Reg Date is displayed. Else the <b>Customer Addition</b> (Task Code: 8053) option is displayed where more details about the customer can be entered.
<b>Relations</b>	[Mandatory, Drop-Down] Select the appropriate relation from the drop-down list. The customer is linked to the account by way of a relations tag. This list contains different relations. For example, Sole Owner, Joint And First, Joint and Other and other relations. For successful account opening transaction, a customer with primary relationship viz. Sole Owner, Joint And First, or Joint Or First must be linked. If primary relationship linked is Joint And First or Joint or First,

customer with secondary relationship viz. Joint and other or Joint or other must be linked to the account.

A maximum of three customers can be linked to an account in the account-opening screen. **Customer Account Relationship Maintenance** (Task Code: CI142) option can be used to attach additional customers to the accounts.

<b>Customer ID</b>	[Display] This field displays the customer ID. A customer ID is an identification number, generated by the system after customer addition is completed successfully. This running number, unique to a customer across the system, is generated after the system has identified the customer IC and Customer Category combination to be non-existent in the system. This ID is used for searching and tracking the customer in the system.
<b>Officer ID</b>	[Mandatory, Search List] Select the officer ID from the Search List. Each account can be assigned to a separate officer. The officer who is assigned to an account will act as the relationship officer for the account. The officer ID are created using the <b>User Profile Maintenance</b> (Task Code: SMM02) option.
<b>Date of Allotment (dd/mm/yyyy)</b>	[Mandatory, dd/mm/yyyy] Type the process date of allotment of the safe deposit box to the customer.
<b>Rental Period (in Months)</b>	[Mandatory, Numeric, Four] Type the period for which the SDB is allocated to the customer.
<b>Date of Expiry (dd/mm/yyyy)</b>	[Display] This field displays the date on which the validity of the safe deposit box ends. The expiry date depends on the rental period and is displayed accordingly.
<b>Group Code</b>	[Display] The system displays the group code to which the customer belongs. If no value is selected, group code is defaulted to zero'.
<b>Staff</b>	[Display] The checkbox indicates if the user is a bank staff.
<b>SDB Rent Recovery Account</b>	[Optional, Numeric] Specify the CASA which is used for SDB rent recovery. It will be set up as sweep in provide account.
<b>Acct Title</b>	[Display] The system displays the title of the SDB Rent Recovery Account.
<b>Key No.</b>	[Mandatory] Specify the locker key number.
<b>Remarks</b>	[Optional] Specify any additional remarks.



- LG Code** [Optional]  
Specify the LG code.
- LC Code** [Optional]  
Specify the LC code.
- Debit Narration** [Display]  
The system displays the sweep in debit narration.
- Credit Narration** [Display]  
The system displays the sweep in credit narration.

3. Select the product name from the drop down list.
4. Select the customer IC and the relation.
5. Click the **Val. Customer** button.
6. For an existing customer, the system displays the message "Existing Customer...Proceed with data entry".
7. Click **OK** to open another account for the existing customer.
8. Select the officer ID from the Search List and enter the rental period in months.
9. Enter the deposit amount and remarks.

### SDB Allotment

8057 x

SDB Allotment Val. Customer OK Close Clear

\* Branch Name

\* Product Name  Product Coy

Allotment Number  Acct Title

Safe Box ID  Stock Code  Series No.

Customer Information

* Customer IC	* Category	IC Type	Short Name	Birth / Reg Date	* Relations	Customer ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01/01/1800	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01/01/1800	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01/01/1800	<input type="text"/>	<input type="text"/>

Officer ID

\* Date of Allotment (dd/mm/yyyy)

Date of Expiry (dd/mm/yyyy)

Group Code

SDB Rent Recovery Account

\* Key No.

LG Code

Debit Narration

\* Rental Period (in Months)

Staff

Acct Title

Remarks

LC Code

Credit Narration

10. Click **OK**.
11. The system displays the message "Authorisation required. Do You Want to Continue?". Click **Yes**.
12. The system displays the **Authorization Reason** screen.
13. Enter the relevant information and click **Grant**.
14. The system displays the account number. Click **OK**.

## 1.2 SB001 - SDB Usage Log

Using this option, you can capture the time and other relevant details of the safe box operation. You can enter the details related to safe box user and witness details. The system also provides safe box details such as safe box type, date of allotment, date of expiry, safe box status, etc.

The witness / user details tab displays the details of the witness or user for the action of access or drill respectively. However, the witness details are mandatory to maintain at the time of drilling operation.


### Definition Prerequisites

- 8057 - Safe Box Allotment

### Modes Available

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

### To add safe box usage log

1. In the **Dashboard** page, Enter the Task Code **SB001** and then click  or navigate through the menus to **Front Office Transactions > Account Transactions > SDB Account Transactions > Other Transactions > SDB Usage Log**.
2. You will be navigated to the **SDB Usage Log** screen.

### SDB Usage Log

### Field Description

Field Name	Description
<b>Branch</b>	[Display] This field displays the safe deposit box branch where the safe deposit box is opened
<b>Safe Box ID</b>	[Conditional, Numeric, Nine] Type the unique identification number assigned to the safe box. If the <b>Allotment Number</b> is selected, the system will display the safe

box id corresponding to the selected allotment number.

<b>Safe Box Type</b>	[Display] This field displays the safe box type. The safe box type represents the stock code of the safe deposit boxes.
<b>Allotment Number</b>	[Conditional, Search List] Select the allotment number for the Safe Deposit Box from the Search List. If the safe box ID is entered, the system will display the allotment number corresponding to the safe box id entered.
<b>Primary Customer</b>	[Display] This field displays the primary name of the account holder, to whom the safe deposit box is allotted.
<b>Product Code</b>	[Display] This field displays the product code under which the safe deposit box is opened.
<b>Date of Expiry</b>	[Display] This field displays the expiry date of the safe deposit box allotment. This field is editable only in the <b>Modify</b> mode.
<b>Date Of Allotment</b>	[Display] This field displays the allotment date of safe deposit box.
<b>Remarks</b>	[Display] This field displays the remarks entered in the <b>Safe Box Allotment</b> (Task Code: 8057) option. This field is editable only in the <b>Modify</b> mode.
<b>Usage Event</b>	[Mandatory, Drop-Down] Select the appropriate type of usage event from the drop-down list. The options are: <ul style="list-style-type: none"><li>• Access</li><li>• Drill</li><li>• Key Lost</li><li>• Restrict</li><li>• Revoke</li></ul> <p>For the purpose of service charge the system will use this field. The system will trigger the service charge as and when the event for which service charge is attached is selected and the transaction is committed.</p>
<b>Safe Box Status</b>	[Display] This field displays the current status of the safe box.
<b>Reason</b>	[Optional, Alphanumeric, 120] Type the reason for usage event. By default, the system displays the reason based on the <b>Usage Event</b> selected.

3. Click **Add**.
4. Enter the safe box ID and press the **<Tab>** or **<Enter>** key.  
OR  
Select allotment number from the Search List
5. Select the usage event from the list.

## SDB Usage Log

The screenshot shows the 'SDB Usage Log' form with the following fields and values:

- Branch: 98001 (MUMBAI)
- Safe Box Type: 95-SDB LARGE
- Allotment Number: 705000000000120
- Product Code: 20001
- Date of Allotment: 15/10/2018
- Safe Box Status: Not Restricted
- Usage Event: Access
- Safe Box ID: 121
- Primary Customer: AUTO\_PERSON1
- Date of Expiry: 15/10/2021
- Remarks: (empty)
- Reason: (empty)
- Customer Details:
  - Cust ID: 990100554
  - Custodian: TRANGA03
  - Name: AUTO\_PERSON1
  - Address: ADD1
  - City: PUNE
  - State: MAHARASHTRA
  - Zip: 123456
  - Country: INDIA
- Operation Details:
  - Narration: (empty)
  - Time In: 15/12/2018
  - Time Out: 15/12/2018

6. Enter the required information in the various tabs.

## Customer Details

This screenshot is identical to the one above, showing the 'Customer Details' tab selected in the 'SDB Usage Log' form. The data entered in the fields remains the same.

## Fields Description

Field Name	Description
Cust ID	[Mandatory, Search List]

Select the ID of the customer (in case the SDB is owned by multiple holders) who is doing the operation from the Search List.

**Custodian** [Mandatory, Drop-Down]  
Select the user who will operate safe box ID on behalf of the bank from the drop-down list.

#### Address

**Name** [Display]  
This field displays the full name of the customer.

**Address / Address 1 / Address 2** [Display]  
This field displays the address of the customer.

**City** [Display]  
This field displays the name of the city where the customer resides.

**State** [Display]  
This field displays the name of the state where the customer resides.

**Zip** [Display]  
This field displays the zip code of the city where the customer resides. It is divided into two sections. The first section contains the first 5 numeric characters (this is the basic zip code) and the second part contains the remaining 4 numeric characters of the zip code.

**Phone Number** [Display]  
This field displays the phone number of the customer.

**Country** [Display]  
This field displays the name of the country where the customer resides.

#### Operation Details

**Narration** [Optional, Alphanumeric, 40]  
Type the narration.  
The narration is the brief description of the safe box usage.

**Time In** [Display]  
This field displays the time in.  
The time in is the time when the teller logs in the event.

**Time Out** [Display]  
This field displays the time out for the event.  
The time out is the end time of the event, entered by the teller.  
This field is editable only in the **Modify** mode.

#### Witness Details

SB001 x

SDB Usage Log Add Modify Delete Cancel Amend Authorize Enquiry Copy OK Close Clear

Branch 98001 MUMBAI

Safe Box Type

Allotment Number 705000000000120

Product Code 0

Date of Allotment 15/10/2018

Safe Box Status Not Restricted

Usage Event

Safe Box ID 121

Primary Customer AUTO PERSON1

Date of Expiry 15/10/2021

Remarks

Reason

Customer Details **Witness Details** SDB profile

Custodian

Address

Name

Address

Address 1

Address 2

City

State

Phone Number

Operation Details

Narration

Zip

Country

## Field Description

Field Name	Description
<b>Custodian</b>	[Mandatory, Drop-Down] Select the custodian from the drop-down list. It allows the user to select the custodian who will be the bank witness to the drill event.
<b>Address</b>	
<b>Name</b>	[Mandatory, Alphanumeric, 40] Type the name of the witness of the event.
<b>Address / Address 1 / Address 2</b>	[Optional, Alphanumeric, 35] Type the address of the witness.
<b>City</b>	[Mandatory, Alphanumeric, 35] Type the name of the city where the witness resides.
<b>Zip</b>	[Optional, Numeric, Five, Four] Type the zip code of the city where the witness resides..
<b>State</b>	[Optional, Search List] Select the name of the state where the witness resides from the Search List.
<b>Country</b>	[Optional, Search List] Select the name of the country where the witness resides from the Search List.
<b>Phone Number</b>	[Optional, Numeric, Five, 15] Type the phone number of the witness.
<b>Operation Details</b>	
<b>Narration</b>	[Optional, Alphanumeric, 120] Type the narration.

The narration is the brief description of the witness of the event.

## SDB Profile

SB001 x

SDB Usage Log Add Modify Delete Cancel Amend Authorize Enquiry Copy Ok Close Clear

Branch: 98001 | MUMBAI

Safe Box Type: 95-SDB LARGE

Allotment Number: 705000000000120

Product Code: 20001

Date of Allotment: 15/10/2018

Safe Box Status: Not Restricted

Usage Event: Access

Safe Box ID: 121

Primary Customer: AUTO\_PERSON1

Date of Expiry: 15/10/2021

Remarks:

Reason:

**Customer Details** | Witness Details | **SDB profile**

SDB Rent Recovery Account: [Text Box]

Group Code: 0

Key Number: 2132

Additional Customer Details:

Customer ID1: [Text Box]

Customer ID2: [Text Box]

Customer ID3: [Text Box]

Customer ID4: [Text Box]

Account Title: [Text Box]

Staff:

Nomination Available:

Relationship: [Text Box]

Relationship: [Text Box]

Relationship: [Text Box]

Relationship: [Text Box]

## Field Description

Field Name	Description
<b>SDB Rent Recovery Account</b>	[Display] The system displays the CASA account which is used for SDB rent recovery.
<b>Account Title</b>	[Display] The system displays the account title of the SDB Rent Recovery Account.
<b>Group Code</b>	[Display] The system displays the group code to which the customer belongs. If no value is selected, the group code is defaulted to zero.
<b>Staff</b>	[Display] This checkbox indicates if the user is a staff of the bank.
<b>Key Number</b>	[Display] This system displays the locker key number.
<b>Nomination Available</b>	[Display] The checkbox displays if a nomination is available for the SDB.
<b>Additional Customer Details</b>	

**Customer ID (ID1 to ID4)** [Display]  
The system displays the customer id of the secondary relationship of the SDB account.

**Relationship** [Display]  
The system displays the secondary relationship of the SDB account .

7. Click **OK**.

8. The system displays the message "Record Authorised". Click **OK**.



## 1.3 SB002 - SDB Customer Wait List

Using this option you can maintain the list of prospective customers who have requested for safe boxes.

You can also capture, modify, delete or inquire the customers who have requested for the safe boxes. It is maintained at branch level. The teller can also maintain the priority for safe box allotment and the priorities are high, medium and low.


### Definition Prerequisites

- 8053 - Customer Addition
- 8057- Safe Box Allotment

### Modes Available

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

### To add a customer waitlist

1. In the **Dashboard** page, Enter the Task Code **SB002** and then click  or navigate through the menus to **Front Office Transactions > Customer Transactions > SDB Customer Wait List**.
2. You will be navigated to **SDB Customer Wait List** screen.

### SDB Customer Wait List

### Field Description

Field Name	Description
<b>Serial Number</b>	[Display] This field displays the serial number. The serial number is a unique number generated by the system. The number will be incremental for each safe box.
<b>Date of Logging</b>	[Mandatory, Date editor, dd/mm/yyyy] Select the date on which the branch logs in the details of the customer, from the date editor.

<b>Safe Box Type</b>	[Mandatory, Drop-Down] Select the type of safe box from the drop-down list.
<b>Branch</b>	[Mandatory, Search List] Select the branch in which the customer has the safe box from the Search List.
<b>Existing Customer</b>	[Optional, Check Box] Select the <b>Existing Customer</b> check box if the customer is an existing customer.
<b>Allocation Priority</b>	[Mandatory, Drop-Down] Select the priority in which the safe box will be allocated from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• High</li> <li>• Medium</li> <li>• Low</li> </ul> By default the system displays the priority as Medium.

### Customer Details

All the customer information related fields are Display fields for an existing customer.

<b>Search Criteria</b>	[Conditional, Drop-Down] Select the search criteria to search for the customer from the drop-down list. This field is enabled if the <b>Existing Customer</b> check box is selected. The options are: <ul style="list-style-type: none"> <li>• Customer short name: The short name of the customer.</li> <li>• Customer Ic: The unique code for customer identification.</li> <li>• Customer ID: The unique identification given by the bank.</li> </ul>
<b>Search String</b>	[Conditional, Alphanumeric, 20] Type the search string, to search for a customer, corresponding to the search criteria selected in the <b>Search Criteria</b> field. This field is enabled if the <b>Existing Customer</b> check box is selected. If the search criterion is specified as customer's short name or customer IC. then any part of the short name or customer Ic. can be entered. The system displays the Search List of all those customers having those letters in their respective criteria. Select the appropriate customer from the existing customer list. For example, The customer's short name is George Abraham. One can search the above customer by entering Geo in the <b>Search String</b> field.
<b>Name</b>	[Conditional, Alphanumeric, 40] Type the full name of the customer. The name of the customer is displayed, if the <b>Existing Customer</b> check box is selected.
<b>Customer ID</b>	[Display] This field displays the unique customer identification number assigned to the customer.
<b>Address1</b>	[Conditional, Alphanumeric, 35]

	Type the first line of the address of the customer. The address of the customer is displayed, if the <b>Existing Customer</b> check box is selected.
<b>Address2</b>	[Conditional, Alphanumeric, 35] Type the second line of the address of the customer. The address of the customer is displayed, if the <b>Existing Customer</b> check box is selected.
<b>Address3</b>	[Conditional, Alphanumeric, 35] Type the third line of the address of the customer. The address of the customer is displayed, if the <b>Existing Customer</b> check box is selected.
<b>City</b>	[Conditional, Alphanumeric, 35] Type the name of the city or emirate where the customer resides. The address of the customer is displayed, if the <b>Existing Customer</b> check box is selected.
<b>State</b>	[Conditional, Search List] Select the name of the state or emirate where the customer resides from the Search List. The state name is displayed, if the <b>Existing Customer</b> check box is selected.
<b>Zip</b>	[Conditional, Numeric, Five, Four] Type the zip code of the city where the customer resides. The zip code is displayed, if the <b>Existing Customer</b> check box is selected.
<b>Country</b>	[Conditional, Search List] Select the name of the country where the customer resides from the Search List. The country name is displayed, if the <b>Existing Customer</b> check box is selected.
<b>Phone Number</b>	[Conditional, Numeric, Three, Three, Four] Type the phone number of the customer. The phone number of the customer is displayed, if the <b>Existing Customer</b> check box is selected.
<b>E-mail</b>	[Conditional, Alphanumeric] Type the e-mail address of the customer. The e-mail address of the customer is displayed, if the <b>Existing Customer</b> check box is selected.
<b>Remarks</b>	[Optional, Alphanumeric, 40] Type the remarks for the event.

3. Click **Add**.
4. Select the safe box type, branch and the allocation priority from the list.
5. Select the search criteria from the drop-down list.
6. Enter the search string and select the customer from the Search List.
7. Enter the remark for the wait list customer.

### [SDB Customer Wait List](#)

SB002 x

SDB Customer Wait List Add Modify Delete Cancel Amend Authorize Enquiry Copy **OK** Close Clear

Serial Number: 6469

\* Safe Box Type: 95-SDB LARGE

Existing Customer:

\* Date of Logging: 31/12/2018

\* Branch: 9 (MUMBAI)

Allocation Priority: Medium

**Customer Details**

\* Search Criteria: Customer Short Name

Name: AUTO PERSON

Address 1: ADD1

Address 3:

State: MAHARASHTRA

Country: INDIA

Phone Number:

Remarks:

\* Search String: Auto Person

\* Customer ID: 990100617

Address 2:

City: PUNE

Zip: 123456

E-mail:

8. Click **OK**.
9. The system displays the message "Record Added Authorisation Pending". Click **OK**.
10. The customer waitlist details are added once the record is authorised.

## 1.4 SB003 - SDB Usage And Payment Enquiry

Using this option you can inquire about the details of the safe deposit box usage, service charge and its payment.

The system provides information on safe box details like date of allotment, date of expiry, safe box status, etc. The payment enquiry mode provides details on date of payment, amount, payment mode, etc. The service charge enquiry mode provides details on date of charge, amount assessed, amount due and charge type. The usage log detail provides information on date, time, operation performed, etc.


### Definition Prerequisites

- 8057- Safe Box Allotment
- 8053 - Customer Addition

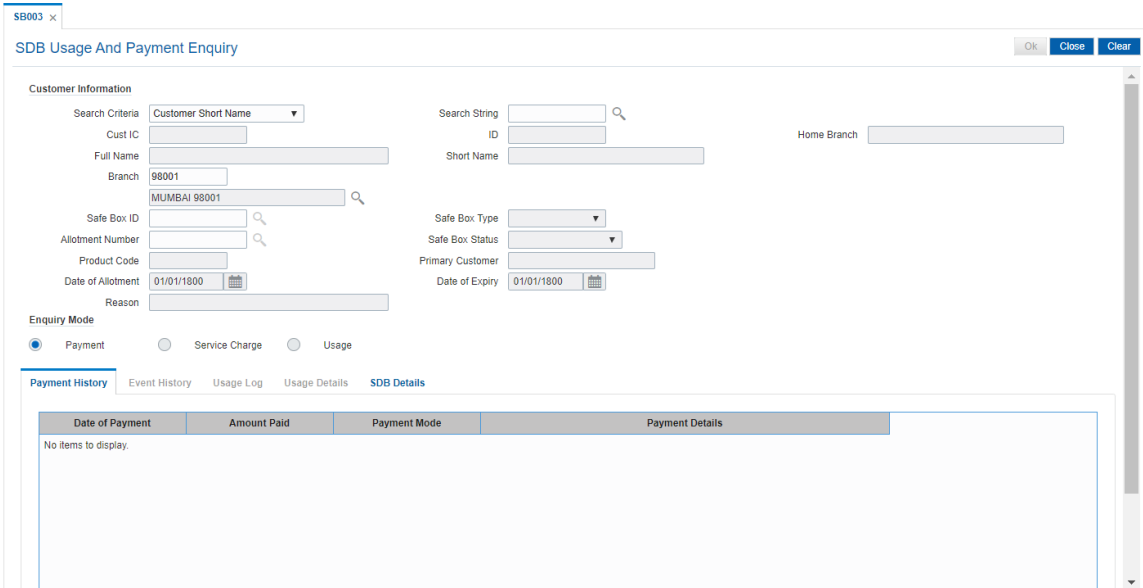
### Modes Available

Not Applicable

### To view the details of the safe deposit box usage

1. In the **Dashboard** page, Enter the Task Code **SB003** and then click  or navigate through the menus to **Front Office Transactions > Account Transactions > SDB Account Transactions > Enquiries > SDB Usage And Payment Enquiry**.
2. You will be navigated to **SDB Usage And Payment Enquiry** screen.

### SDB Usage And Payment Enquiry



### Field Description

Field Name	Description
Search Criteria	[Optional, Drop-Down] Select the search criteria, to search for the customer, from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Customer short name</li> </ul>

- Customer IC Identification criteria arrived at by the bank during customer addition.
- Customer ID- Unique identification given by the bank.

<b>Search String</b>	[Optional, Alphanumeric, 20] Type the search string, to search for a customer, corresponding to the search criteria selected in the <b>Search Criteria</b> field. If the search criterion is specified as customer's short name or IC then any of the letter(s) of the short name or IC can be entered. The system displays the Search List of all those customers having those letters in their respective criteria. Choose the appropriate customer from the existing customer list. For example, The customer's short name is George Abraham. One can search the above customer by entering 'Geo' in the search string field.
<b>Cust IC</b>	[Display] This field displays customer IC
<b>ID</b>	[Display] This field displays customer ID
<b>Full Name</b>	[Display] This field displays customer Full Name
<b>Short Name</b>	[Display] This field displays customer Short Name
<b>Home Branch</b>	[Display] This field displays the name of the branch where the safe deposit box is opened.
<b>Branch</b>	[Search list] Select the branch from the search list.
<b>Safe Box ID</b>	[Optional, Numeric, 16] Type the identification number of the safe box as defined in the inventory.
<b>Safe Box Type</b>	[Display] This field displays stock code of the safe deposit boxes.
<b>Allotment Number</b>	[Mandatory, Search List] Select the allotment number for which the rent is to be paid from the Search List.
<b>Safe Box Status</b>	[Display] This field displays the status of the safe box. The options are: <ul style="list-style-type: none"> <li>• Restricted</li> <li>• Not restricted</li> <li>• Surrendered</li> </ul>
<b>Product Code</b>	[Display] This field displays the product code under which the safe deposit box is opened.
<b>Primary Customer</b>	[Display]

This field displays the name of the primary customer to whom the safe deposit box is allotted.

**Date of Allotment**

[Display]

This field displays the date on which the safe deposit box is allotted.

**Date of Expiry**

[Display]

This field displays the expiry date of the safe deposit box allotment.

**Reason**

[Display]

This field displays the reason as mentioned during the usage event.

**Enquiry Mode**

[Mandatory, Radio Button]

Click the appropriate radio button to select the required Enquiry mode.

- **Payment:** Click this radio button to view the payment details for the safe deposit box. The **Payment History** tab is enabled.
- **Service Charge:** Click this radio button to view the service charge details for the SDB. The **Charges History** tab is enabled.
- **Usage:** Click this radio button to view the details regarding the usage for the safe deposit box. The **Usage Log** tab is enabled.

3. Select the search criteria from the list.
4. Enter the Search string and then select from the search list.
5. Enter the appropriate safe box ID and press the Tab or Enter key.  
OR  
Select the allotment number from the Search List.

### SDB Usage And Payment Enquiry

6. Select the appropriate **Enquiry Mode**.
7. Click **OK**.
8. The system displays the details related to the selected Enquiry mode.

### Payment History

SDB Usage And Payment Enquiry

Customer Information

Search Criteria: Customer Short Name

Cust IC: VANVAN, Search String: [ ], Home Branch: 98001

Full Name: VV, ID: 990100555, Short Name: [ ]

Branch: 98001, MUMBAI 98001

Safe Box ID: 3, Safe Box Type: [ ], Safe Box Status: [ ]

Allotment Number: 705000000000040, Primary Customer: [ ]

Product Code: [ ], Date of Allotment: [ ], Date of Expiry: [ ]

Reason: [ ]

Enquiry Mode:  Payment,  Service Charge,  Usage

Payment History

Date of Payment	Amount Paid	Payment Mode	Payment Details
15/10/2018	32.00	5001	Interest
31/07/2018	2,500.00	1711	LOCKER RENT BRN 98001/95/0/3
31/07/2018	500.00	1701	LOCKER RENT BRN
25/07/2018	3,000.00	1701	LOCKER RENT- BRN

## Field Description

### Column Name

### Description

#### Date of Payment

[Display]  
This column displays the date of the payment.

#### Amount Paid

[Display]  
This column displays the amount of payment.

#### Payment Mode

[Display]  
This column displays the mode through which the payment is made.

#### Payment Details

[Display]  
This column displays the payment details as entered by the user in the **Rent Payment** screen.

## Events History

SDB Usage And Payment Enquiry

Customer Information

Search Criteria: Customer Short Name

Cust IC: VANVAN, Search String: [ ], Home Branch: 98001

Full Name: VV, ID: 990100555, Short Name: [ ]

Branch: 98001, MUMBAI 98001

Safe Box ID: 3, Safe Box Type: [ ], Safe Box Status: [ ]

Allotment Number: 705000000000040, Primary Customer: [ ]

Product Code: [ ], Date of Allotment: [ ], Date of Expiry: [ ]

Reason: [ ]

Enquiry Mode:  Payment,  Service Charge,  Usage

Payment History

Event History

Event Date	Amount Assessed	Amount Due	Event Type
No items to display.			

Error Code - 2118 : No rows found

## Field Description



Column Name	Description
<b>Event Date</b>	[Display] This column displays the date of raising the service charge.
<b>Amount Assessed</b>	[Display] This column displays the amount of service charge that is raised.
<b>Amount Due</b>	[Display] This column displays the amount due from the customer for this service charge.
<b>Event Type</b>	[Display] This column displays the type of the service charge. It is the description of the service charge and describes whether it is the rent, allocation charge, key lost charge, drilling charge, etc.

### Usage Log

Transaction Date	Event Start At	Event End At	Operation Performed	Custodian
27/09/2018 10:06:34			Access	QJSUBODHT2
27/09/2018 10:06:34			Access	QJSUBODHT2
03/09/2018 14:06:15	03/09/2018 14:06:15		Allotted	QJVANDANAT1

### Field Description

Column Name	Description
<b>Transaction Date</b>	[Display] This column displays the date of transaction/usage.
<b>Event Start At</b>	[Display] This column displays the time at which the teller logs in the event. It is picked up by the system from the Usage screen.
<b>Event End At</b>	[Display] This column displays the time which the teller will enter as the end time of the event.
<b>Operation Performed</b>	[Display] This column displays the type of operation performed at the event. The options are: <ul style="list-style-type: none"> <li>• Access</li> <li>• Drill</li> </ul>

- Key Lost
- Restrict
- Revoke

**Custodian** [Display]

This column displays the custodian ID as selected during the usage.

9. Double click on the appropriate **Usage Log** record. The system displays the **Usage Details** tab.

## Usage Details

The screenshot shows the 'SDB Usage And Payment Enquiry' application window. The 'Usage Details' tab is active, displaying the following information:

- Customer Information:** Search Criteria: Customer Id; Search String: 607419; Cust IC: 875421142; Full Name: RANA PRATAPH; Branch: 98001; Safe Box ID: 5D98001; Allotment Number: 50500000000082; Product Code: 20002; Date of Allotment: 30/06/2018; Reason: Access; Home Branch: 98001; ID: 607419; Short Name: RANA PRATAPH; Safe Box Type: 96-SDB small; Safe Box Status: Not Restricted; Primary Customer: RANA PRATAPH; Date of Expiry: 30/06/2021.
- Inquiry Mode:** Payment (unselected), Service Charge (unselected), Usage (selected).
- Customer/Witness Details:** Cust Id: 607419; Customer Name: RANA PRATAPH; Address: MUMBAI; City: MUMBAI; Country: INDIA; Zip: 400058; State: MAHARASHTRA.

## Field Description

Field Name	Description
<b>Cust ID</b>	[Display] This field displays the ID of the customer who has done the transaction.
<b>Customer Details</b>	
<b>Customer Name</b>	[Display] This field displays the name of the customer who has done the transaction.
<b>Address</b>	[Display] This field displays the address of the customer.

- City** [Display]  
This field displays the city of the customer.
- Zip** [Display]  
This field displays the zip code of the customer.
- Country** [Display]  
This field displays the country of the customer.
- State** [Display]  
This field displays the state of the customer.
- Phone Number** [Display]  
This field displays the phone number of the customer.

## SDB Details

Click **Usage** and then click **SDB details** sub tab to view SDB details.

## Field Description

Field Name	Description
<b>Series No.</b>	[Display] This field displays the series number of the locker account.
<b>Date of allotment</b>	[Display] This field displays the date on which the locker was allotted to the customer.
<b>Key Number</b>	[Display] This field displays the locker key number.
<b>Surrender Date</b>	[Display] This field displays the date on which the locker needs to be returned.
<b>Remarks</b>	[Display] This field displays the locker description details.

**Actual Rent**

[Display]

This field displays the actual payable rent for the customer.

**Chargeable Rent**

[Display]

This field displays the chargeable rent that the customer needs to pay.

## 1.5 7070 - SDB Rent Payment Enquiry

Using this option you can pay rent for a safe deposit box.

The modes of rent payment are:

- Cash
- Cheque
- Account Transfer
- GL

Depending on the option selected in the **Payment Mode** drop-down list, the system displays the relevant transaction screen and requisite particulars have to be entered. Rent payable will be populated and depending on the payment mode selected, you can make advance payment in corresponding screens(Cash /Cheque / Account Transfer/ GL).


### Definition Prerequisites

- 8051 - CASA Account Opening
- 8057- Safe Box Allotment
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Master

### Modes Available

Not Applicable

### **To view rent payment**

1. In the **Dashboard** page, Enter the Task code **7070** and then click  or navigate through the menus to **Front Office Transactions > Account Transactions > SDB Account Transactions > Transfer > SDB Rent Payment Enquiry**.
2. You will be navigated to the **SDB Rent Payment Enquiry** screen.

### SDB Rent Payment Enquiry

### Field Description

Field Name	Description
<b>Value Date</b>	[Display] The system displays the current date.
<b>Allotment No.</b>	[Mandatory, Numeric, 16] Type the allotment number for which the rent is to be paid. The name of the SDB Account holder is populated adjacent to the allotment number.
<b>Account Ccy</b>	[Display] This field displays the currency that is assigned to the product under which the account is opened. All the entries posted in the account are in the account currency.
<b>Safe Box ID</b>	[Display] This field displays the identification number of the safe box as defined in inventory.
<b>Safe Box Type</b>	[Display] This field displays the safe box type. This denotes the stock code of the safe deposit boxes.
<b>Payment Mode</b>	[Mandatory, Drop-Down] Select the appropriate mode of payment for rent from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Cash</li> <li>• Cheque</li> <li>• Account Transfer</li> <li>• GL</li> </ul>

## Payment

### Rent Payable

[Display]

This field displays the total rent due from the customer. If there is no rent payable then the system will display informative messages like, "There is no rent due in this account number" or "The rent has been waived."

3. Enter the allotment number and press the **<Tab>** or **<Enter>** key.
4. Select the payment mode, safe box type from the list.
5. In the Rent payable field, enter the rent details.

## SDB Rent Payment Enquiry

The screenshot shows a web-based form titled "SDB Rent Payment Enquiry". At the top, there is a progress bar with two steps: "1" (active) and "2". Below the progress bar, there are several input fields and dropdown menus. The fields include: "Value Date" (30/11/2018), "Allotment No." (7050000000000060), "Account Ccy" (INR), "Safe Box ID" (122), "Payment Mode" (Cash), and "Safe Box Type" (96-SDB small). There is also a "Rent Payable" field under the "Payment" section. The form has "Ok", "Close", and "Clear" buttons at the top right.

5. Click **OK**.
6. The system displays the message "Do You Want to continue?". Click the **Ok** button.
7. Depending up on the option selected from **Payment Mode** drop-down list, the system displays the relevant transaction screen.
8. Enter the required information in the displayed screen.

## SDB Rent Payment by Cash - 1701

The screenshot shows a web form titled "SDB Rent Payment by Cash". At the top, there are two circular icons with numbers 1 and 2, and a progress bar. The form contains several input fields and dropdown menus. The "Account No." field is populated with "7050000000000060" and "omikar". The "Account Ccy." dropdown is set to "INR". The "Acct Ccy. Rate" field is "1.00000". The "Txn Ccy." dropdown is also set to "INR". The "Txn Ccy. Rate" field is "1.00000". The "Txn Amount" field is "0.00". The "User Reference No." field is empty. The "Narrative" field contains "LOCKER RENT- BRN". The "Existing PAN/Aadhaar Reference" field is "100020003000". The "PAN/Aadhaar Reference for Transaction" field is "100020003000". At the top right, there are buttons for "OK", "Close", and "Clear".

## Field Description

Field Name	Description
<b>Account No.</b>	[Display] This field displays the account number. The name of the CASA holder is populated adjacent to the account number.
<b>Account Ccy</b>	[Display] This field displays the currency assigned to the product under which the account is opened. All the entries posted in the account are in the account currency. For example, if the currency assigned to a CASA product is USD, then by default the account opened under that product has USD as its account currency.
<b>Txn Ccy</b>	[Mandatory, Drop-Down] Select the transaction currency from the drop-down list. The transaction currency is the currency in which the transaction will take place. While posting the transaction entries to the account, the transaction currency is converted into the account currency, based on the defined transaction rate.
<b>Acct Ccy Rate</b>	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
<b>Txn Ccy Rate</b>	[Display] This field displays the rate at which the transaction currency is converted to the local currency of the bank. The teller's right to change the transaction currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.



If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.

<b>Account Amount</b>	<p>[Mandatory, Numeric]</p> <p>This field displays the cash to be deposited. It can be edited for advance rent payment against locker.</p> <p>The amount will be calculated in the account currency. The system posts the entries to the accounts in the account currency.</p> <p>If the local currency of the bank is different from the account currency of the customer, the amount entered in the <b>Txn Amount</b> field is converted to the account currency at the specified exchange rate. If the currency of the local bank and the account currency are the same, the amount in the <b>Txn Amount</b> field and the <b>Account Amt</b> field will be the same.</p> <p>Account currency is the currency assigned to the product at the product level, under which the account is opened.</p> <p>If the currency assigned to a CASA account product is USD (US Dollar), the account opened under that product has USD as its account currency.</p>
<b>Txn Amount</b>	<p>[Display]</p> <p>This field displays the transaction amount.</p> <p>The transaction amount is the amount that will be deposited in the account.</p> <p>The amount is entered in the transaction currency for depositing cash. The cash deposit amount is converted into the account currency, to facilitate the bank to make relevant entries in their respective accounts.</p>
<b>User Reference No.</b>	<p>[Display]</p> <p>This field displays the reference number that is entered by the user.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 120]</p> <p>Type the narration.</p> <p>This field displays the default narration based on the transaction. The user can change the narration, if required.</p>
<b>Existing PAN / Aadhaar Reference</b>	<p>[Display]</p> <p>This field displays the PAN number / Aadhaar Reference number of primary customer of the account.</p> <p>This field is displayed when account number is entered and tabbed out. If PAN is available for the primary customer in the Customer Master, default it in "Existing PAN/Aadhaar Reference". If not, check if Aadhaar number of the primary customer is available in the system. If yes, default it in this field.</p>
<b>PAN / Aadhaar Reference for Transaction</b>	<p>[Alphanumeric, 12]</p> <p>If neither PAN, nor Aadhaar is maintained for the primary customer, the field "PAN/Aadhaar Reference for Transaction" will be mandatory. It will accept PAN or Aadhaar as input, whichever the depositor chooses to furnish for the transaction. The validation for this field will be-</p> <ol style="list-style-type: none"><li>Check the length of the value entered. If it is neither 10 nor 12</li></ol>

- characters long, the transaction will not be allowed
- ii. If the string entered is a 10 character alphanumeric value, check if it is as per prescribed PAN format. The PAN number should be entered in the 'AAAAAnnnnA' format, where 'A' is the alphabetic part and n is the numeric part.
- iii. If the above validation for PAN fails, check if the entered field is of length 12 and numeric. If yes, it is to be recognized as Aadhaar number and the transaction is to be allowed
- iv. If both the above validations fail or if no value is entered, transaction will not be allowed.

**Form 60 / 61**

[Optional, Drop-down]

Select the value from the drop-down list.

The options are:

- Form 60
- Form 61
- None

This field is applicable if **Existing PAN / Aadhaar Reference** and **PAN / Aadhaar Reference for Transaction** fields is not provided.

**Rent - Payment By Local Cheque - 6578**

**Field Description**

Field Name	Description
<b>Account No.</b>	[Display] This field displays the CASA number of the customer. The adjacent field displays the short name of the primary customer to the account.
<b>Account Ccy</b>	[Display] This field displays the currency assigned to the product, under which the account is opened. By default, it is defaulted from the account

details maintained.

All the entries are posted in the account in the account currency based on the exchange rate set up for the transaction. The exchange rate values must be defined and downloaded.

For example, if the currency assigned to a CASA product is USD (US Dollar), the account opened under that product has USD as its account currency, by default.

<b>Acct Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the account currency is converted to the local currency of the bank.</p> <p>The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.</p> <p>If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Account Amount</b>	<p>[Mandatory, Numeric]</p> <p>This field displays the amount which will be reflected on the CASA. It can be edited for advance rent payment against locker. If the local currency of the bank is different from the account currency of the customer, the amount of the transaction entered in the <b>Txn Amount</b> field will get converted in the currency of the account at the exchange rate specified above. If the currency of the local bank and that of the account is the same, the amount will be same for both the <b>Amount</b> field as well as the <b>Account Amount</b> field.</p> <p>The account amount is derived as follows:</p> $\text{Account Amount} = \text{Txn Amount} * \text{Txn Ccy Rate} / \text{Account Ccy Rate}$
<b>Txn Ccy</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the transaction currency from the drop-down list.</p> <p>By default, it displays the account currency as the transaction currency.</p> <p>While posting the transaction entries to the account, the transaction currency is converted into the account currency and for posting the GL entries it is converted into the local currency of the bank.</p>
<b>Txn Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the transaction currency is converted to the local currency of the bank.</p> <p>The teller's right to change the transaction currency rate within range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.</p> <p>If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Txn Amount</b>	<p>[Display]</p> <p>This field displays the transaction amount in the local currency of the bank.</p>
<b>User Reference No.</b>	<p>[Display]</p> <p>This field displays the reference number that is input by the user.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the narration.</p>

This field displays the default narration based on the transaction. The user can change the narration, if required.

9. Click **OK**.
10. The system displays the **Instrument Details** screen.

## Rent - Instrument Details

### Field Description

Field Name	Description
<b>Clearing Type</b>	[Mandatory, Drop-Down] Select the clearing type from the drop-down list. The bank can set up multiple clearing types, where cheques that are required to be cleared at different times of the day are deposited so that they can be treated differently. All processes for a cheque from outward clearing, running of value date, and marking late clearing, etc., takes place on the basis of the clearing type.
<b>Cheque No.</b>	[Mandatory, Numeric, 12] Type the cheque number which is present on the MICR line of the instrument. When the cheque is deposited into any payees account, the cheque number is used to ensure that the duplicate entries are not made in the system (that the same cheque is not deposited multiple times in the system.). On deposit of every cheque, cheque number, routing number and drawer account number (all the three are present on the MICR line) are used to check for the presence of duplicate instrument. If duplicate instruments are found, cheque deposit will be rejected unless the

earlier cheques are all marked as Returned.

#### Cheque Literal

[Mandatory, Drop-Down]

Select the cheque literal from the drop-down list.

The options are:

- Drawing Voucher Deposit
- Guaranteed Cheque Deposit
- House Cheque Deposit
- Local Cheque Deposit
- MO/PO Deposit
- Outstation Cheque Deposit

This field is not used in any processing.

#### Cheque Date

[Mandatory, Numeric, dd/mm/yyyy]

Type the cheque date, which is present on the instrument.

This date has to be less than or equal to current posting date. This date is used in checking validity of the instrument. Instruments become stale if the cheque date is prior to the current posting date by the stale period (defined in the **Settlement Bank Parameters** (Task Code: STM59) option).

#### Routing No.

[Mandatory, Numeric, Nine]

Type the routing number against which the cheque has been drawn.

The routing number is a combination of the bank code, the branch code, and the sector code from where the instrument was drawn.

The combination can be obtained from the **Routing Branch Maintenance** (Task Code: STM54) option.

*Routing Number = Sector Code / Bank Code + Branch Code*

For a deposited cheque, this routing number is used by the system to determine the float days and thus the value date of the instrument.

For an inward clearing cheque, this routing number should belong to the bank. The order, in which the codes in the routing number are to be entered, is determined by the set up using the **Settlement Bank Parameters** (Task Code: STM59) option.

#### Bank

[Display]

This field displays the bank name to which the cheque belongs, corresponding to the bank code extracted from the routing number.

#### Branch

[Display]

This field displays the branch name from where the cheque is drawn, corresponding to the branch code and bank code extracted from the routing number.

<b>Sector</b>	[Display] This field displays the clearing sector name to which the cheque branch belongs, corresponding to the sector code extracted from the routing number. Sector Codes are defined using Sector Master option.
<b>Drawer Acct No.</b>	[Mandatory, Numeric, 16] Type the drawer account number. The drawer account number is the account number of the person who has issued the cheque. The drawer account, generally printed on the cheque leaf is the account from where the funds will come into the nominee account. If the cheque is drawn on a different bank, the drawer account number will not be validated by the system. If the cheque is drawn on your own bank, the system will validate the drawer account number for its correctness.
<b>Value Date</b>	[Display] This field displays the value date of the cheque. When a cheque is deposited on an account, the system uses the routing number to check the float days from the <b>Endpoint Float Maintenance</b> (Task Code: BAM28) option and the working days from the <b>Calendar for End Point</b> (Task Code: BAM27) option to generate the value date of the cheque. The value date is the date on which the cheque is expected to be cleared. On the value date, the system updates the customer's available balance and credits the account with the cheque amount and reduces the un-cleared funds on the account. For more information on maintaining value date, refer to the <b>Clearing Definitions</b> chapter in the <i>Definitions Users Guide</i> .
<b>Late Clearing</b>	[Display] This field displays the values Y or N for late clearing. The options are: <ul style="list-style-type: none"> <li>• Y: If the late clearing is marked</li> <li>• N: If the late clearing is not marked</li> </ul> This field displays <b>Y</b> when a customer deposits a cheque after the clearing cut-off time is over, for current posting date for the selected clearing type. The instruments that are deposited in late clearing will be considered as Late for clearing. Such instruments will be treated as deposit for the next working date for all value date calculation.
<b>Chg Commission</b>	[Display] This field is currently not used in any processing.
<b>Reg CC Float Package</b>	[Optional, Drop-Down] Select the float package defined under regulation CC from the drop-down list.

## Rent - Payment By CASA - 1710

### Field Description

Field Name	Description
<b>Allot No.</b>	[Display] This field displays the safe deposit box allotment number for which the rent payment is being made The short name of the primary customer of the CASA is populated adjacent to the account number.
<b>From Acct Ccy</b>	[Display] This field displays the currency assigned to the product, under which the account is opened. All the entries posted in the account are in the account currency. For example, if the currency assigned to a CASA product is USD (US Dollar), the account opened under that product has USD as its account currency, by default.
<b>CASA Account No.</b>	[Mandatory, Numeric, 16] Type the account from which the funds will be transferred. The short name of the primary customer of the CASA is populated adjacent to the account number. If the 'from' and 'to' accounts do not belong to the same customer, the system will give a warning to that effect.
<b>CASA Acct Ccy</b>	[Display] This field displays the currency assigned to the product, under which the account is opened. All the entries posted in the account are in the account currency. For example, if the currency assigned to a CASA product is USD (US Dollar), the account opened under that product has USD as its account currency, by default.
<b>From Ccy Rate</b>	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank.

The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.  
If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.

<b>To Ccy Rate</b>	<p>[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Rent Amount</b>	<p>[Mandatory, Numeric] This field displays the rent amount payable till date and can be edited for advance rent payment against locker. This is the amount that will be credited as rent. The value in this field is calculated by the system using the amount entered in the <b>From Amount</b>, <b>From Currency Rate</b>, <b>To Currency Rate</b> and <b>SC</b> fields.</p>
<b>Txn Amount</b>	<p>[Display] This field displays the amount that will be debited from the provider account.</p>
<b>User Reference No.</b>	<p>[Optional, Alphanumeric, 30] Type the user reference number.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 120] Type the narration. This field displays the default narration based on the transaction. The user can change the narration, if required.</p>

## Rent - Payment By GL - 1711



7070 x

Rent - Payment by GL

7070 1711

Account No. 7050000000000060 omkar

Acct Ccy INR

GL Ccy INR

\* GL Acct No. 131120001 Corporate Interest Receivable

Account Amt 0.00

GL Amount 0.00

\* Reference No.

User Reference No.

\* Narrative LOCKER RENT- BRN

Acct Ccy Rate 1.00000

GL Ccy Rate 1.00000

Ok Close Clear

## Field Description

Field Name	Description
<b>Account No.</b>	[Display] This field displays the account number. The short name of the primary customer linked to the CASA holder is populated adjacent to the account number.
<b>Acct Ccy</b>	[Display] This field displays the currency assigned to the product under which the account is opened. All the entries posted in the account are in the account currency. The exchange rate values must be defined and downloaded. For example, if the currency assigned to a CASA product is USD (US Dollar), the account opened under that product has USD as its account currency, by default.
<b>GL Ccy</b>	[Mandatory, Drop-Down] Select the currency assigned to the GL that is to be debited from the drop-down list. This currency can differ from the local currency of the bank and the account currency.
<b>GL Acct No.</b>	[Mandatory, Search List] Select the GL account which will be debited for crediting the customer account from the Search List. The system will display the name of the GL account in the adjacent field.
<b>Acct Ccy Rate</b>	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.

If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.

**GL Ccy Rate**

[Display]

This field displays the rate at which the GL account currency is converted to the local currency of the bank.

The teller's right to change the account currency rate is within a range configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.

If the GL account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.

**Account Amt**

[Mandatory, Numeric]

This field displays the amount that will be credited as rent for the safe deposit box. This can be edited for the advance rent payment against locker.

The system posts the entries to the accounts in the account currency.

**GL Amount**

[Display]

This field displays the amount that will be debited to the GL account, in GL currency after applying the SC applicable for this transaction.

Select the SC tab to modify the applied SC.

The amount will be calculated in the GL account currency.

**Reference No.**

[Display]

This field displays the reference number for the transaction.

**User Reference No.**

[Optional, Alphanumeric, 30]

Type the user reference number.

**Narrative**

[Mandatory, Alphanumeric, 120]

Type the narration.

This field displays the default narration based on the transaction. The user can change the narration, if required.

11. Click **OK**.
12. The system displays the message "Authorization required. Do You Want to continue?". Click **Yes**.
13. The system displays the **Authorization Reason** screen.
14. Enter the relevant information and then click **Grant**.
15. The system displays the message "Transaction Sent For Authorization". Click **OK**.
16. The system displays the transaction sequence number. Click **OK**.

## 1.6 SB004 - SDB Account Closing Balance Information

Account closure is a two-step process.

Using this option you can retrieve the account closing details and close an account, and then perform the **Closeout Withdrawal** from the branch.

The status of the account changes to account closed today, after this transaction is processed. The next step of actual payout from the branch has to accompany this transaction, so that the account is marked as closed.

You have to close or delete all the account facilities like overdraft limit, SI, sweep in and others before marking the account for closure. The accounts with debit balance or uncleared funds cannot be closed.


### Definition Prerequisites

- 8057- Safe Box Allotment

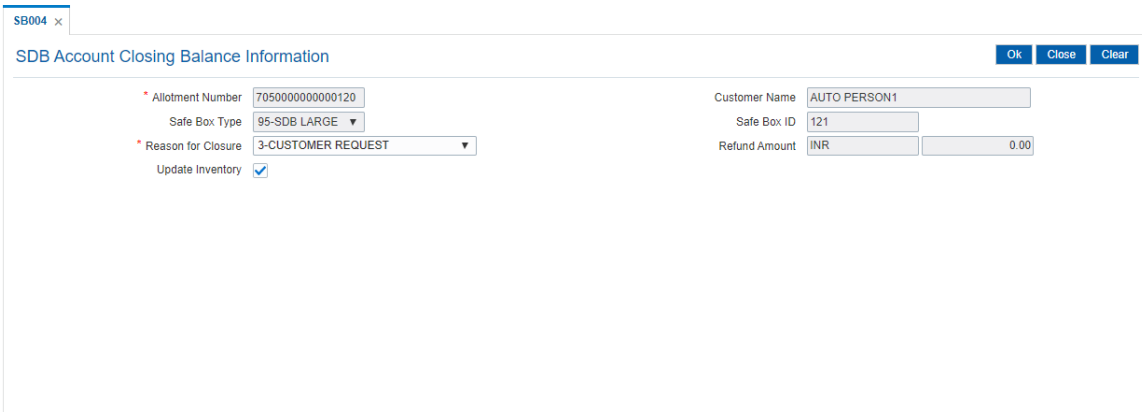
### Modes Available

Not Applicable

### To view safe box account closing balance information

1. In the **Dashboard** page, Enter the Task Code **SB004** and then click  or navigate through the menus to **Front Office Transactions > Account Transactions > SDB Account Transactions > Other Transactions > SDB Account Closing Balance Information**.
2. You will be navigated to **SDB Account Closing Balance Information** screen.

### SDB Account Closing Balance Information



SB004 x

SDB Account Closing Balance Information Ok Close Clear

\* Allotment Number 705000000000120 Customer Name AUTO PERSON1

Safe Box Type 95-SDB LARGE Safe Box ID 121

\* Reason for Closure 3-CUSTOMER REQUEST Refund Amount INR 0.00

Update Inventory

### Field Description

Field Name	Description
<b>Allotment Number</b>	[Mandatory, Numeric, 16] Type the allotment number for which the safe deposit box is allotted.
<b>Customer Name</b>	[Display] This field displays the name of the primary customer to whom the safe deposit box is allotted.
<b>Safe Box Type</b>	[Display] This field displays the type of the safe deposit boxes.
<b>Safe Box ID</b>	[Display]

This field displays the identification number of the safe box as defined in inventory.

- Reason For Closure** [Mandatory, Drop-Down]  
Select the reason for closure of the safe deposit box from the drop-down list.  
The reason codes are displayed from **Reason Code Maintenance** (Task Code: BAM40) option. Some of the reasons for which the account is closed are Bank Decision, Special Reason, Court Decision, etc.
- Refund Amount** [Display]  
This field displays the amount of refund to be made, if any.
- Update Inventory** [Optional]  
Check this flag to update the inventory. This field is checked by default.

3. Enter the allotment number and press the **Tab** or **Enter** key.
4. The system displays the account closing balance information.

### SDB Account Closing Balance Information

Screenshot of the SDB Account Closing Balance Information form. The form contains the following fields and values:

Allotment Number	7050000000000120	Customer Name	AUTO PERSON1
Safe Box Type	95-SDB LARGE	Safe Box ID	121
Reason for Closure	3-CUSTOMER REQUEST	Refund Amount	INR 0.00
Update Inventory	<input checked="" type="checkbox"/>		

5. Click **OK**.
6. The system displays the message "Authorisation Required". Click **Continue**.
7. The system displays the **Authorization Reason** screen.
8. Enter the appropriate information and click **Grant**.
9. The system displays the message "The account has been closed successfully". Click **OK**.

## 1.7 7071 - SDB Close Out Balance Enquiry

Using this option, you can refund the advance rent paid for the safe deposit box at the time of its closure. The closure of an account should first be reflected in the Host database, after which the close out withdrawal activity is allowed. On successful completion, the safe box balance is set to zero.

Depending on the option selected in the **Refund Mode** drop-down list the system displays the relevant transaction screen and the user has to enter the required particulars.


### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Master
- BAM14 - Rewards and Service Charge Code Maintenance
- SB004 - Safe Box Account Closing Balance Information
- 8057- Safe Box Allotment

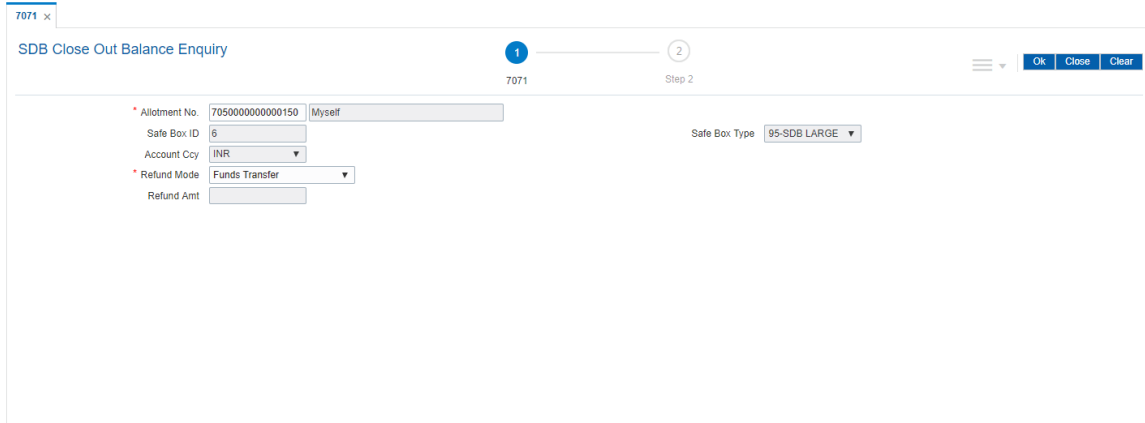
### Modes Available

Not Applicable

### To view the SDB close out balance

1. In the **Dashboard** page, Enter the Task code **7071** and click  or navigate through the menus to **Front Office Transactions > Account Transactions > SDB Account Transactions > Enquiries > SDB Close Out Balance Enquiry**.
2. The system displays the **SDB Close Out Balance Enquiry** screen.

### SDB Close Out Balance Enquiry



### Field Description

Field Name	Description
Allotment No.	[Mandatory, Numeric, 16] Type the allotment number. The adjacent field displays the name of the account holder. It should be an allotment number on which a <b>Marking CASA for Closure</b> transaction has already been done.

- Safe Box ID** [Display]  
This field displays the safe box ID.
- Safe Box Type** [Display]  
This field displays the safe box type.  
It is the stock code of the safe deposit boxes. The safe box types are defined in the **Stock Codes** (Task Code: IVM01) option.
- Account Ccy** [Display]  
This field displays the balance amount in the account at the time of closure.  
This amount is in the currency of the account. The Banker's cheque is issued for this amount after deducting charges.
- Refund Mode** [Mandatory, Drop-Down]  
Select the refund mode from the drop-down list.  
The refund mode is the type of repayment. Here the user will be selecting the mode of payment.  
The options are:
- Funds Transfer
- Refund Amt** [Display]  
This field displays the total refund amount.

3. Enter the account number and press the **<Tab>** or **<Enter>** key.
4. Select the safe box type and refund mode from the drop-down list.

### SDB Close Out Balance Enquiry

The screenshot shows a web form titled "SDB Close Out Balance Enquiry" with a window title "7071 x". The form has a progress indicator showing "Step 1" and "Step 2". The form contains the following fields and controls:

- Allotment No.: 7050000000000150
- Safe Box ID: 6
- Account Ccy: INR
- Refund Mode: Funds Transfer
- Refund Amt: (empty field)
- Safe Box Type: 95-SDB LARGE
- Buttons: Ok, Close, Clear

5. Click the **Ok** button.
6. The system displays the message "Do You Want to continue?". Click the **OK** button.
7. Depending up on the option selected from **Repayment Mode** drop-down list, the system displays the relevant transaction screen.
8. Enter the required information in the displayed screen.

### SDB Close Out Refund by Funds Transfer - 1720

7071 x

SDB Close Out Refund by Funds Transfer

7071 1720

OK Close Clear

\* To Account No. 701000000001231

\* To Ccy INR

\* From Ccy Rate 1.00000

From Amount ₹5,000.00

To Amount ₹5,000.00

\* To Ccy Rate 1.00000

User Reference No. 1

\* Narrative Closeout Withdrawal By Funds Transfer

## Field Description

Field Name	Description
<b>To Account No.</b>	[Mandatory, Numeric, 16] Type the account number to which the funds will be transferred.
<b>To Ccy</b>	[Display] This field displays the currency assigned to the product at the product level, under which the account is opened. All the entries are posted in the account in the account currency. The exchange rate values must be defined and downloaded. For example, if the currency assigned to a TD product is USD (US Dollar), the account opened under that product has USD as its account currency, by default.
<b>From Ccy Rate</b>	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The exchange rate values are defined and downloaded. The teller's right to change the account currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
<b>To Ccy Rate</b>	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The exchange rate values are defined and downloaded. The teller's right to change the account currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
<b>From Amount</b>	[Display] This field displays the transaction amount. This is the amount that will be debited from the provider account. The transferred cash amount is converted into the account currency, to facilitate the bank to make relevant entries in their respective accounts.

<b>To Amount</b>	[Display] This field displays the transaction amount based on the value entered in the <b>From Amount</b> field. This is the amount that will be credited to the beneficiary account. The amount is entered in the To Account currency for transferring funds. The transferred cash amount is converted into the account currency, to facilitate the bank to make relevant entries in their respective accounts.
<b>User Reference No.</b>	[Optional, Alphanumeric, 40] Type the user reference number assigned to the customer.
<b>Narrative</b>	[Mandatory, Alphanumeric, 120] Type the narration. This field displays the default narration, based on the transaction. The user can change the narration, if required.

9. Click the **Ok** button.
10. The system displays the message "Authorisation required. Do you want to continue?". Click the **OK** button.
11. The system displays the **Authorization Reason** screen.
12. Enter the appropriate information and click the **Grant** button.
13. The system displays the transaction sequence number. Click the **Ok** button.