

# Oracle® Banking Branch Teller User Guide



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The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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# Preface

This guide helps you to familiarize yourself with the Oracle Banking Branch application. It gives an overview of the module and explains all the maintenances required for its smooth functioning. It also takes you through the different types of transactions that can be handled through this module.

This topic contains the following subtopics:

- [Audience](#)
- [Related Resources](#)
- [Conventions](#)
- [Symbols, Definitions, and Shortcut Keys](#)
- [List of Topics](#)
- [Screenshot Disclaimer](#)

## 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.

## Related Resources

The related documents are as follows:

- *Getting Started User Guide*
- *Current Account and Savings Account User Guide*
- *Servicing Configurations User Guide*

## Conventions




















The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

## Symbols, Definitions, and Shortcut Keys


The following are the symbols you are likely to find in this guide:

**Table Symbols**

Symbol	Function
	Add icon
	Add a row
	Edit icon
	Delete icon
	Calendar icon
	Close icon
	Delete a row
	Grid view
	Increase/Decrease value
	List view
	Maximize
	Minimize
	Navigate to the first page
	Navigate to the last page
	Navigate to the next page
	Navigate to the previous page
	Open a list
	Perform search
	Refresh


Most of the screens contain icons to perform all or a few of the basic actions. The actions which are called here are generic, and it varies based on the usage and the applicability. The table below gives a snapshot of them:

**Table Common Icons and its Definitions**

Icon	Description
<b>Submit</b>	Click <b>Submit</b> to complete the transaction after you specify all the input parameters for a particular transaction.
<b>Cancel</b>	Click <b>Cancel</b> to cancel the transaction input midway without saving any data.
<b>Clear</b>	Click <b>Clear</b> to clear the transaction input data. The system displays a pop-up screen with confirmation to clear data. You can click <b>OK</b> to confirm or click  icon to retain the data.
<b>Query</b>	On completion of input of necessary parameters, click <b>Query</b> to fetch and display the details.
<b>Save</b>	Click <b>Save</b> to save the details specified on the screen.
<b>Exit</b>	Click <b>Exit</b> to close the screen and go to the Homepage.
<b>OK</b>	Click <b>OK</b> to confirm the details on the pop-up screen.

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

**Table Shortcut Keys**

Shortcut Key	Function
<b>Tab</b>	Used to shift focus from one input field to the other.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-left: 20px;"> <p> <b>Note:</b> The last field of the last accordion will shift focus to <b>Submit/Cancel</b> button.</p> </div>
<b>Alt + S</b>	Used to select <b>Submit</b> button.
<b>Alt + C</b>	Used to select <b>Clear</b> button.
<b>Alt + X</b>	Used to select <b>Cancel</b> button.
<b>Alt + A</b>	Used to select <b>Charge Details</b> data segment.
<b>Alt + Y</b>	Used to select <b>Denominations</b> data segment.

The following acronyms and abbreviations are used in this guide:

**Table Acronyms and Abbreviations**

Acronym/ Abbreviation	Description
<b>ARC</b>	Account, Rate, and Charge
<b>BC</b>	Bankers Cheque

Table (Cont.) Acronyms and Abbreviations

Acronym/ Abbreviation	Description
CASA	Current Account and Saving Account
CCY	Currency
CIF	Customer Information File
DD	Demand Draft
EJ	Electronic Journal
FCY	Foreign Currency
FX	Foreign Exchange
GL	General Ledger
HO	Head Office
LCY	Local Currency
LOV	List of Values
MIS	Management Information System
ML	Machine Learning
RD	Recurring Deposit
SD	Safe Deposits
System	Unless specified, it shall always refer to Oracle Banking Branch.
TC	Travellers Cheque
TD	Term Deposit
UDF	User Defined Fields
VAT	Value Added Tax

## List of Topics

This guide is organized into the following topics:

Table List of Topics

Topic	Description
<a href="#">Overview of Oracle Banking Branch</a>	This topic provides a snapshot of the features of the application.
<a href="#">Branch Operations</a>	This topic describes the internal activities done at the branch where the Customer is not involved.
<a href="#">Till-Vault Operations</a>	This topic describes the various screens used to perform the Till Vault operations.
<a href="#">Customer Transactions</a>	This topic describes the various screens used to perform financial transactions for Customer accounts.
<a href="#">Miscellaneous Transactions</a>	This topic describes the various screens used to perform General Ledger (GL) transactions.

Table (Cont.) List of Topics

Topic	Description
<b>Transfers</b>	This topic describes the various screens used to perform inter-bank transfer, intra-bank transfer, and cross-border transactions.
<b>Clearing Transactions</b>	This topic describes the various screens used to capture the Inward Clearing Data Entry, Outward Clearing Data Entry, Cheque Return, and Cheque Deposit transactions.
<b>Remittances</b>	This topic describes the various screens used to perform various types of remittances.
<b>Term Deposit Transactions</b>	This topic describes the various screens used to open, redeem, and top-up a term deposit.
<b>Credit Card Transactions</b>	This topic describes the various screens used to perform credit card advance and payment transactions.
<b>Loan Transactions</b>	This topic describes the various screens used to perform loan disbursement and loan repayment transactions.
<b>Islamic Transactions</b>	This topic describes the various screens used to perform various Islamic transactions.
<b>Bill Payments</b>	This topic describes the various screens used to perform various bill payment transactions.
<b>Session Teller Transactions</b>	This topic describes the various screens used to perform financial transactions for Customer accounts in the Teller Session.
<b>Journal Log</b>	This topic describes the various screens used to view the status of transactions performed, resubmit or reject an incomplete transaction, and reverse a completed transaction.
<b>Prediction</b>	This topic describes the screen that is used to predict the number of service counters required for a specific period.
<b>Cache</b>	This topic describes the Clear Cache screen, which is used to get the maintenance reflected while performing the transactions.
<b>Customer Service</b>	This topic describes the various screens used to maintain customer accounts and ancillary services and to enquire about customer account balance.
<b>Branch Dashboard</b>	This topic describes the dashboard used 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>	This topic describes the various screens used to perform branch maintenance.

## Screenshot Disclaimer

Personal information used in the interface or documents are dummy and does not exist in the real world. It is only for reference purposes.



# 1

## Overview of Oracle Banking Branch

Oracle Banking Branch is a retail banking application that gives a 360-degree view of the customer and financial transactions to the Teller of the bank.

Oracle Banking Branch 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 a branch is classified into the following stages:

**Table 1-1 Transaction Stages**

Stage	Description
<b>Teller Request</b>	In this stage, the Teller captures the transaction request and transaction enrichment.
<b>Authorization</b>	In this stage, the Supervisor authorizes the request.
<b>Teller Resubmission</b>	The Resubmission stage is applicable only for certain transactions.

This topic contains the following subtopics:

- [Prerequisites](#)  
Before you begin performing transactions, you need to log in to the Oracle Banking Branch Homepage.
- [About 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.
- [Application Layout](#)  
The general layout of the Oracle Banking Branch application consists of the main menu, customer search, transaction area including customer summary, and additional widgets available to display the `Current Till Position` and frequently used transaction icons.
- [Salient Features](#)  
Learn about the salient features of the Oracle Banking Branch application.
- [Keyboard Navigation for Transaction Screens](#)  
The keyboard navigation can be used as an alternative method to navigate through interactive elements on a screen – fields, buttons, data segments, tables, etc. It can be used to navigate through the application, input the necessary values, and perform the transactions.
- [About Business Process Codes](#)  
Business Process Code defines the various stages for servicing transactions.

## 1.1 Prerequisites

Before you begin performing transactions, you need to log in to the Oracle Banking Branch Homepage.

For information on how to log in, refer to the *Getting Started User Guide*. You can also launch the Oracle Banking Branch application through the FLEXCUBE Universal Banking.

To launch Oracle Banking Branch through FLEXCUBE Universal Banking:

1. Log in to the FLEXCUBE Universal Banking Homepage. For information on how to log in, refer to the *Procedures User Guide* in the FLEXCUBE Universal Banking Documentation Library.

The FLEXCUBE Universal Banking Homepage is displayed.

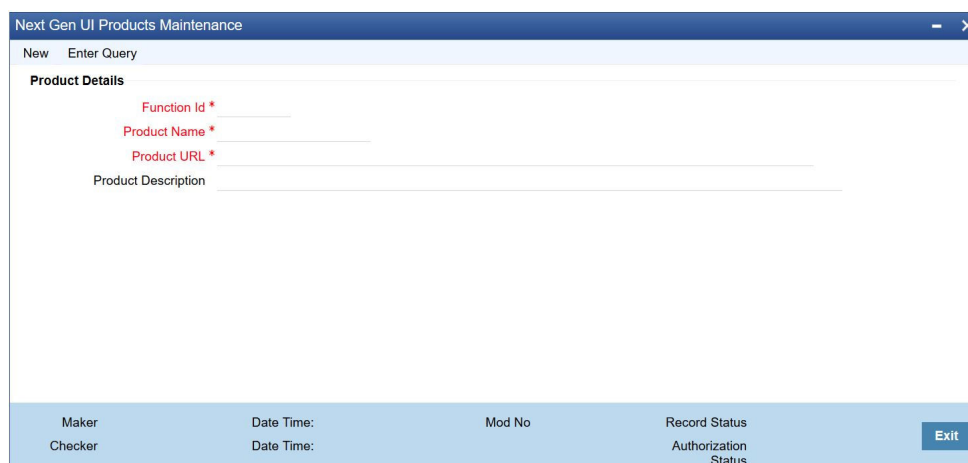
2. Specify `CSDNGUIM` in the top right corner text box, and click **Next**.

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

 **Note:**

Make sure that the user has roles for the screen.

**Figure 1-1 Next Gen UI Products Maintenance**



Maker	Date Time:	Mod No	Record Status
Checker	Date Time:		Authorization Status

3. On the **Next Gen UI Products Maintenance** screen, update the Next Generation UI **Product URL**.

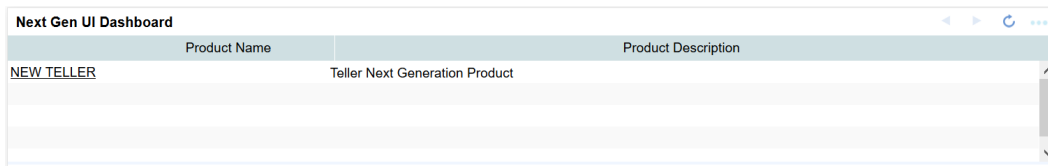
 **Note:**

For example, `NEW TELLER` can be used as the Function id, with the description as `Teller Next Generation Product`. It is released as Static Data and ensures the user roles are maintained for the same in FLEXCUBE Universal Banking.

- Once the roles are maintained in FLEXCUBE Universal Banking, click **Next Generation UI** on the toolbar.

The **Next Gen UI Dashboard** is displayed with the list of products.

**Figure 1-2 Next Gen UI Dashboard**



Product Name	Product Description
NEW TELLER	Teller Next Generation Product

- Click **NEW TELLER**.

The **Next Generation – Homepage** is displayed.

 **Note:**

Make sure that the same user id is maintained in FLEXCUBE Universal Banking. In addition, make sure that the **Next Generation UI** is maintained and has the necessary roles. For example, if the user ID is Jones, the same needs to be present in the SMS systems of FLEXCUBE Universal Banking and **Next Generation UI**.

- Do the **Next Generation UI** changes. The *SECURITY\_CONFIG* table in *PLATO\_SECURITY* schema must have the following entries:

**Table 1-2 Next Generation UI Changes**

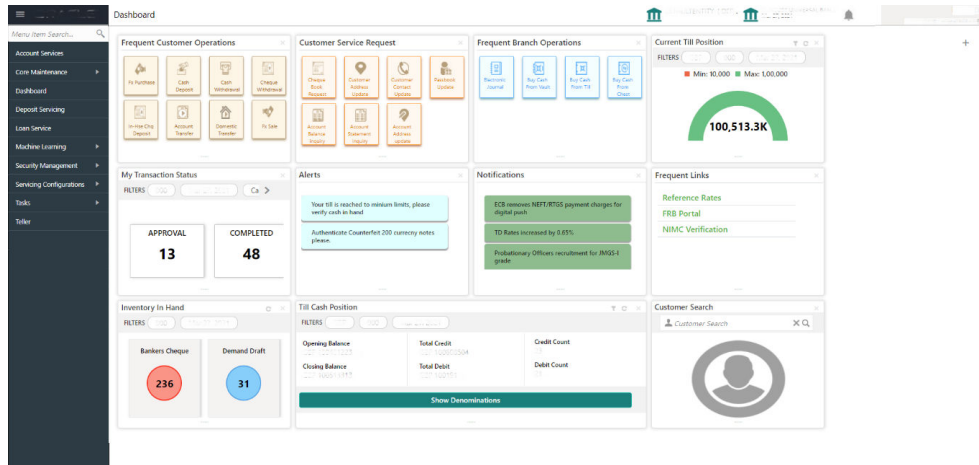
Configuration	Value
<b>INTEGRATION_ENABLED {id}</b>	true
<b>INTEGRATION_CALLBACK_URL {id}</b>	https://10.00.00.00:1010/FCJNeoWeb/ValidationService/FCNonceValidation/validate

 **Note:**

The IP and port number of the FLEXCUBE Universal Banking server must be updated.

The Oracle Banking Branch Homepage is displayed.

Figure 1-3 Homepage



## 1.2 About 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. For more information on menus, refer to [Figure 1-4](#) and [Table 1-3](#).

Figure 1-4 Mega Menu Teller

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

Table 1-3 Menu Items – Description

Menu	Description
<b>Branch Operations</b>	Branch Manager, Vault Teller, or Teller can use <b>Branch Operations</b> 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 <b>Till-Vault Operations</b> 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 <b>Customer Transactions</b> to perform financial transactions for Customer accounts, which includes, Cash Deposits, Cash Withdrawals, Cheque Withdrawals, Forex Transactions, and Account Closure.
<b>Miscellaneous Transactions</b>	Teller can use <b>Miscellaneous Transactions</b> 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 <b>Transfers</b> to perform inter-bank transfers, intra-bank transfers, and cross-border transactions.
<b>Clearing</b>	Teller can use <b>Clearing</b> to capture the Inward Clearing Data Entry, Outward Clearing Data Entry, Cheque Return, and Cheque Deposit transactions.
<b>Remittances</b>	Teller can use <b>Remittances</b> to issue remittances such as demand drafts and banker's cheques, perform payment or cancellation of the issued remittances, and perform further operations on the issued remittances.
<b>Term Deposits</b>	Teller can use <b>Term Deposits</b> to initiate Term Deposit account opening and perform a redemption, top-up on the existing term deposit accounts.
<b>Credit Card Transactions</b>	Tellers can use <b>Credit Card Transactions</b> to perform credit card advance and payment transactions.
<b>Loan Transactions</b>	Teller can use <b>Loan Transactions</b> to perform loan disbursement and loan repayment transactions.
<b>Islamic Transactions</b>	Teller can use to <b>Islamic Transactions</b> perform various Islamic transactions.
<b>Bill Payments</b>	Teller can use <b>Bill Payments</b> to perform various bill payment transactions.
<b>Session Teller Transactions</b>	Teller can use <b>Session Teller Transactions</b> to perform financial transactions for Customer accounts in the Teller Session.
<b>Journal Log</b>	Teller or Supervisor can use <b>Journal Log</b> 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>Prediction</b>	The Supervisor can use <b>Prediction</b> to predict the number of service counters required for a specific period.
<b>Cache</b>	The <b>Clear Cache</b> screen is used to get the maintenance reflected while performing the transactions.
<b>Customer Service</b>	Teller or Operations Executive can use <b>Customer Service</b> to maintain customer accounts and ancillary services and to enquire about customer account balance.

**Table 1-3 (Cont.) Menu Items – Description**

Menu	Description
<b>Branch Dashboard</b>	Teller can use the <b>Branch Dashboard</b> 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>	<b>Branch Maintenance</b> covers a set of definitions maintained to perform the branch-based operations, transactions, and services.
<b>Customer/Account Search</b>	Used to query for a specific Customer ID or Customer Account Number.

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

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

## 1.3 Application Layout

The general layout of the Oracle Banking Branch application consists of the main menu, customer search, transaction area including customer summary, and additional widgets available to display the `Current Till Position` and frequently used transaction icons.

This topic contains the following subtopics:

- [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.
- [About Transaction Area](#)  
The transaction area consists of a transaction panel, a **Customer Information** widget, and additional widgets within the **Teller Transaction** screens.


### 1.3.1 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.

You can use **Customer Search** to query and find a specific customer account with one of the following information:

- Customer ID
- Customer Name
- Account Number

To find a specific customer account:

1. On the Homepage or the transaction screen, in the Customer Search widget, click the  icon.

The **Customer Search** screen is displayed.

**Figure 1-5 Customer Search**

2. On the **Customer Search** screen, query the details. For more information on fields, refer to the field description table.

**Table 1-4 Customer Search - Field Description**

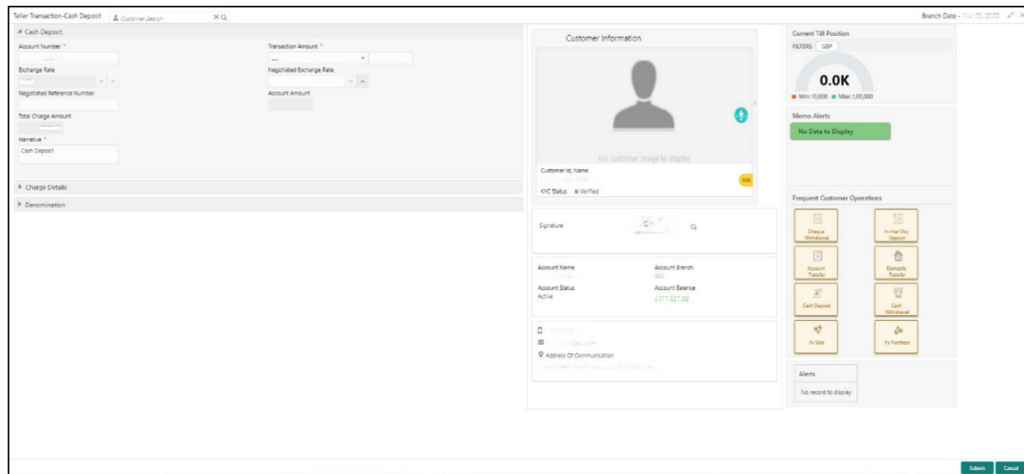
Field	Description
<b>Customer ID</b>	Specify the customer ID which the details need to be queried.
<b>Customer Name</b>	Specify the name of the customer for which the details need to be queried.
<b>Account Number</b>	Specify the account number for which the details need to be queried.
<b>Search</b>	Click <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's 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.

## 1.3.2 About Transaction Area

The transaction area consists of a transaction panel, a **Customer Information** widget, and additional widgets within the **Teller Transaction** screens.

A sample of the transaction area is shown below:

**Figure 1-6 Transaction Area**



### Transaction Header

The transaction header is specific to each transaction screen. The following details are provided in the transaction header:

**Table 1-5 Transaction Header**

Item	Description
<b>Transaction Screen Name</b>	Displays the name of the selected transaction screen.
<b>Customer Search</b>	For information on the <b>Customer Search</b> , refer to <a href="#">Customer Search</a> .
<b>Branch Date</b>	Displays the current branch date.

### Transaction Panel

The transaction panel consists of the data segments with the necessary input fields and action buttons. Users need to specify the details in the fields to perform the transactions.

### Customer Information

The **Customer Information** widget provides the details about the customer that are validated during transaction submission. For information on the amount-based signature verification, refer to [About Amount-Based Signature Verification](#).

**Table 1-6 Customer Information**

Field	Description
<b>Display Option</b>	The <b>Customer Information</b> widget is displayed only if this option is selected.
<b>Customer's Image</b>	Displays the image of the customer.
<b>Customer's Name</b>	Displays the name of the customer.
<b>KYC Status</b>	Displays the KYC status of the customer's details.





Table 1-6 (Cont.) Customer Information

Field	Description
<b>Signature</b>	Displays the signature of the customer.
<b>Account Details</b>	Displays the details of the customer account.
<b>Address Details</b>	Displays the address details of the customer.
<b>Contact Details</b>	Displays the contact details of the customer.

### 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:

Table 1-7 Additional Widgets

Widget	Description
<b>Current Till Position</b>	Displays the cash position in the branch currency for the logged-in Teller Id.
<b>Memo Alerts</b>	<p>Displays the instructions maintained in FLEXCUBE Universal Banking for the specified account number.</p> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>To enable memo alerts, in transaction schema the memo_enabled flag should be set to 'Y' in SRV_TM_BC_PARAM_DTLS and UBS Entries should be maintained.</p> </div>
<b>Alerts</b>	Displays the alerts/notifications specific to the Customer.
<b>Frequent Customer Operations</b>	<p>Displays some frequently used transaction icons. Users can open the frequently used transaction screens through this widget.</p> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The system displays an error message stating that the User does not have rights to access this screen if the user is trying to access the restricted screen in the widget.</p> </div>

## 1.4 Salient Features

Learn about the salient features of the Oracle Banking Branch application.

The salient features are as follows:

Table 1-8 Salient Features

Feature	Description
<b>Generation of Teller Sequence Number</b>	<p>The system generates a unique Teller Sequence Number and displays an information message <code>Teller Sequence Number nnn</code> indicating the generated number after submission of each teller transaction. The generated sequence number is also displayed at the following levels:</p> <ul style="list-style-type: none"> <li>• Completion</li> <li>• Authorization Submission</li> <li>• Re-submission</li> <li>• Reversal</li> <li>• Rejection</li> </ul>
<b>Advice Generation for Teller Transactions</b>	<p>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.</p>
<b>Transaction Approval</b>	<p>When you perform a transaction for an amount greater than the allowed limit, it needs approval from the Supervisor. Based on the <b>Assignment Mode</b> in <b>Function Code Preferences</b> screen, the following conditions apply:</p> <ul style="list-style-type: none"> <li>• <b>Manual</b> – The system will show a list of approval if the request status is <b>Approval</b>.</li> <li>• <b>Auto</b> – The transaction is automatically assigned to the default authorizer if the request status is <b>Approval</b>.</li> </ul> <p>The transaction approval flow consists of the following steps:</p> <ul style="list-style-type: none"> <li>• Initiation</li> <li>• Pending Approval</li> <li>• Pending</li> <li>• Completed</li> </ul> <p>For more information on transaction approval flow, refer to <a href="#">Table 1-9</a>.</p>
<b>Transaction Reversal with Approval</b>	<p>A transaction can be reversed with auto-approval or approval from the Supervisor. Based on the <b>Assignment Mode</b> in <b>Function Code Preferences</b> screen, the following conditions apply:</p> <ul style="list-style-type: none"> <li>• <b>Manual</b> – The system will show a list of approval if the request status is <b>Approval</b>.</li> <li>• <b>Auto</b> – The transaction is automatically assigned to the default authorizer if the request status is <b>Approval</b>.</li> </ul> <p>The transaction approval flow consists of the following steps:</p> <ul style="list-style-type: none"> <li>• Completed</li> <li>• Pending Approval</li> <li>• Pending</li> <li>• Reversed</li> </ul> <p>For more information on transaction flow for reversal with approval, refer to <a href="#">Table 1-10</a>.</p>

Table 1-8 (Cont.) Salient Features


Feature	Description
<b>Transaction Reversal</b>	<p>A transaction can be manually reversed only when it is authorized and completed from the <b>Journal Log</b>.</p> <p>When you reverse a transaction, the data remains in the system with the status <b>Reversed</b> 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.</p> <p>You can select the transaction to be reversed from the transaction screen. If the reversal is applicable for the function code, the <b>Reversal</b> icon will be enabled. When you click this icon, the reversal request will be initiated.</p> <p>If cash transactions are reversed, the system validates the following:</p> <ul style="list-style-type: none"> <li>• the Till used for the reversal is the same as that used in the original transaction</li> <li>• the denominations are input (If the transaction is reversed the same day of its input, the denominations of the transaction are altered.)</li> <li>• a batch is open</li> </ul>
<b>Transaction Rejection</b>	<p>You can manually reject the authorized customer transactions from the Teller <b>Journal Log</b>.</p> <div style="border: 1px solid #0070C0; background-color: #E6F2FF; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>When you reject a transaction, the data remains in the system with the contract status <b>Discarded</b> and no further action is allowed on the transaction.</p> </div>
<b>UDF and MIS</b>	<p>UDF and MIS are supported during accounting via common core Additional Fields. MIS Codes can be sent from the Oracle Banking Branch, which will be validated and processed as part of accounting.</p>

Table 1-8 (Cont.) Salient Features


Feature	Description
<b>External API</b>	<p>External APIs will be processed only if called by an external system, which is maintained in Oracle Banking Branch. The external system can be maintained using the <b>External System Maintenance</b> screen. For more information on the <b>External System Maintenance</b> screen, refer to <i>External System Maintenance</i>. External APIs are supported for the following transactions:</p> <ul style="list-style-type: none"> <li>• Cash Deposit</li> <li>• Cash Withdrawal</li> <li>• Account Balance Inquiry</li> <li>• Account Transfer</li> </ul> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>These transactions will work only if OAuth is enabled.</p> </div>
<b>Machine Learning</b>	For information on machine learning, refer to <a href="#">About Machine Learning</a> .
<b>Oracle Digital Assistant (ODA)</b>	For information on ODA, refer to <a href="#">About Oracle Digital Assistant</a> .
<b>Virtual Identifier</b>	For information on the virtual identifier, refer to <a href="#">About Virtual Identifier</a> .
<b>Amount-Based Signature Verification</b>	For information on amount-based signature verification, refer to <a href="#">About Amount-Based Signature Verification</a> .

Table 1-9 Transaction Approval Flow

Stage	Description
<b>Initiation to Pending Approval</b>	<p>If the transaction amount exceeds the limit defined in Branch User Limits and on click of <b>Submit</b>, the system shows a popup message <i>Amount exceeds limit for this transaction</i>, and request status is shown as <b>Approval</b>.</p> <p>If assignment mode is manual and on click of <b>Confirm</b>, the system shows a list of approval based on branch code, transaction amount, currency, and function code. The user can give a narrative and click <b>Submit for Approval</b> button.</p>
<b>Pending Approval to Pending</b>	The Approver/Supervisor needs to log in and fetch the transaction from <b>Journal Log</b> with transaction status as <b>Pending Approval</b> . The Supervisor can approve the pending transaction by clicking <b>Approve/Reject</b> with the supervisor comment.
<b>Pending to Completed</b>	The user needs to fetch the transaction from <b>Journal Log</b> with transaction status as <b>Sent Back</b> and click <b>Submit</b> .

Table 1-9 (Cont.) Transaction Approval Flow

Stage	Description
<b>Override Flow (Initiation to Completed)</b>	Based on the branch maintenance setup at certain levels like Function Code, Function Code Preferences, Branch User Limits, and Branch role limits, if the transaction is validated with any warning override, the system shows a popup message with request status as <b>Warning</b> . Once the user confirms, the transaction status will be shown as <b>Completed</b> .

Table 1-10 Transaction Reversal with Approval Flow

Stage	Description
<b>Completed to Pending Approval</b>	The completed transaction can be selected from the <b>Electronic Journal</b> screen. Once you click <b>Reverse</b> , the system shows a popup message Amount required for Reversal and requests changes to <b>Approval</b> .  If assignment mode is manual and on click of <b>Confirm</b> , the system shows a list of approval based on branch code, transaction amount, currency, and function code. The user can give a narrative and click <b>Submit for Approval</b> button.
<b>Pending Approval to Pending</b>	The Approver/Supervisor needs to log in and fetch the transaction from <b>Journal Log</b> with transaction status as <b>Pending Approval</b> . The Supervisor can approve the pending transaction by clicking <b>Approve/Reject</b> with the supervisor comment.
<b>Pending to Reversed</b>	The user needs to fetch the transaction from <b>Journal Log</b> with transaction status as <b>Sent Back</b> and click <b>Submit</b> .
<b>Override Flow (Completed to Approval)</b>	The user needs to select the completed transaction in the <b>Electronic Journal</b> screen and click <b>Reverse</b> . If the <b>Reversal Requires Authorization</b> is enabled in the <b>Function Code Definition</b> screen, the system displays an information message to select the Approver based on Manual or Auto assignment mode. After selecting the approver internally, reversal override will be called and request status will be updated as <b>Approval</b> .

This topic contains the following subtopics:

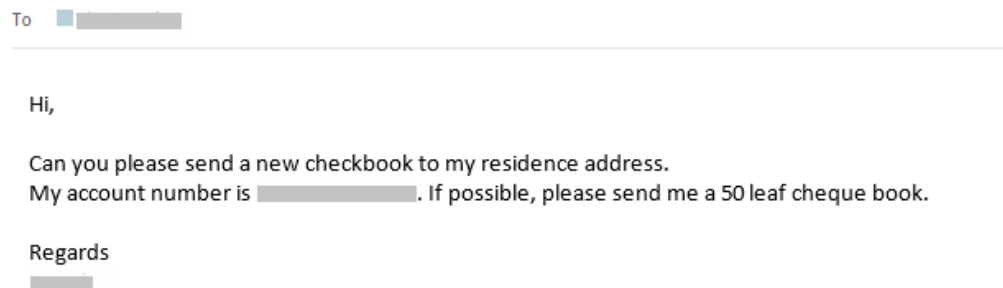
- [About Machine Learning](#)  
Oracle Banking Branch uses machine learning to process an email request from a customer automatically.
- [About Oracle Digital Assistant](#)  
The Oracle Digital Assistant (ODA) helps the Teller to reduce the time taken to access the transaction screens through automatic text/voice processing.
- [About Virtual Identifier](#)  
The virtual identifier is used to validate the specified account number of the customer.
- [About Amount-Based Signature Verification](#)  
The Teller can use the "Amount-Based Signature Verification" feature to verify the signature displayed in the Customer Information widget while performing the transactions.

## 1.4.1 About Machine Learning

Oracle Banking Branch uses machine learning to process an email request from a customer automatically.

When a customer sends an email request, the requirement is understood using machine learning, and the transaction is processed. A sample email request is shown in [Figure 1-7](#). Based on pre-defined machine learning in **External System Maintenance**, the transaction is processed automatically.

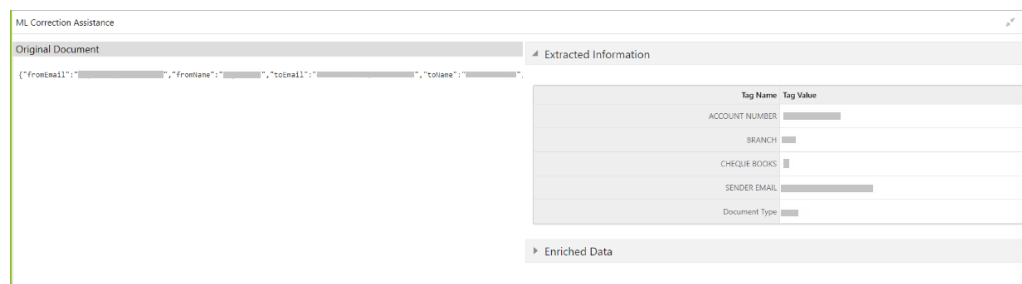
**Figure 1-7 Sample Email Request**



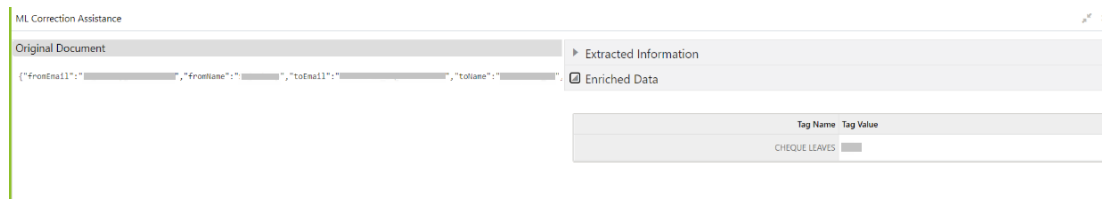
The following conditions apply to the machine learning use case for cheque book requests:

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

**Figure 1-8 ML Correction Assistance – Extracted Information**



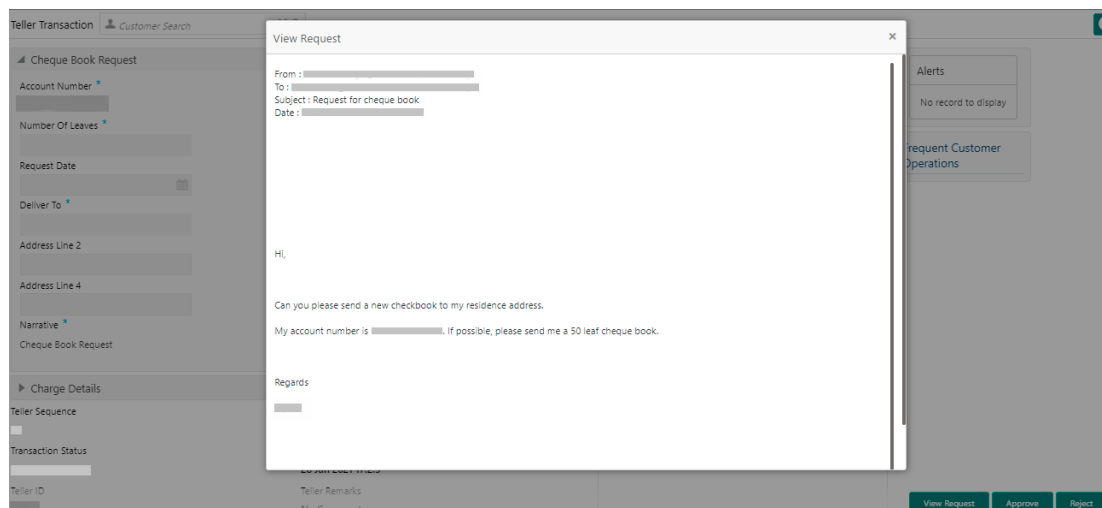
**Figure 1-9 ML Correction Assistance – Enriched Data**



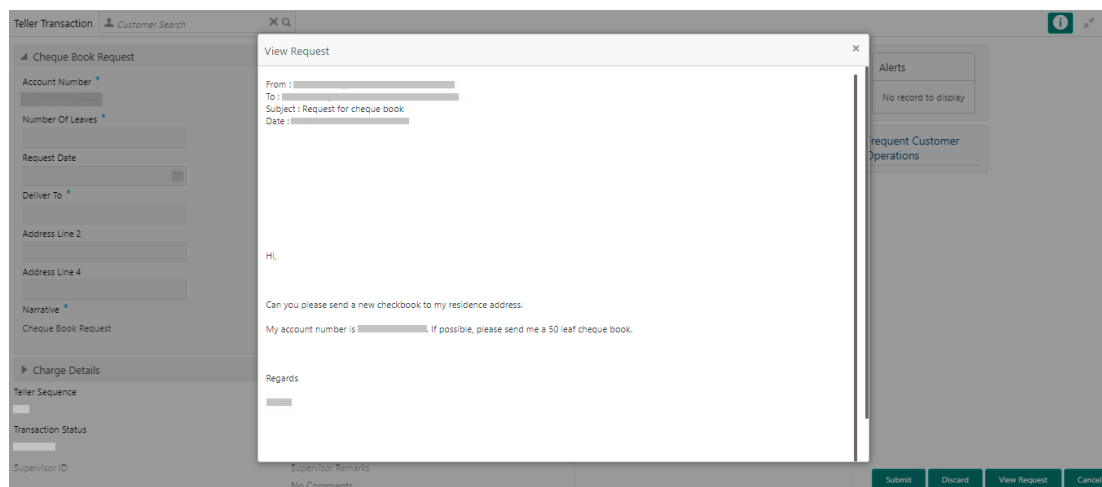
### View Request

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

**Figure 1-10 View Request (Completed Transaction)**



**Figure 1-11 View Request (Submitted Transaction)**



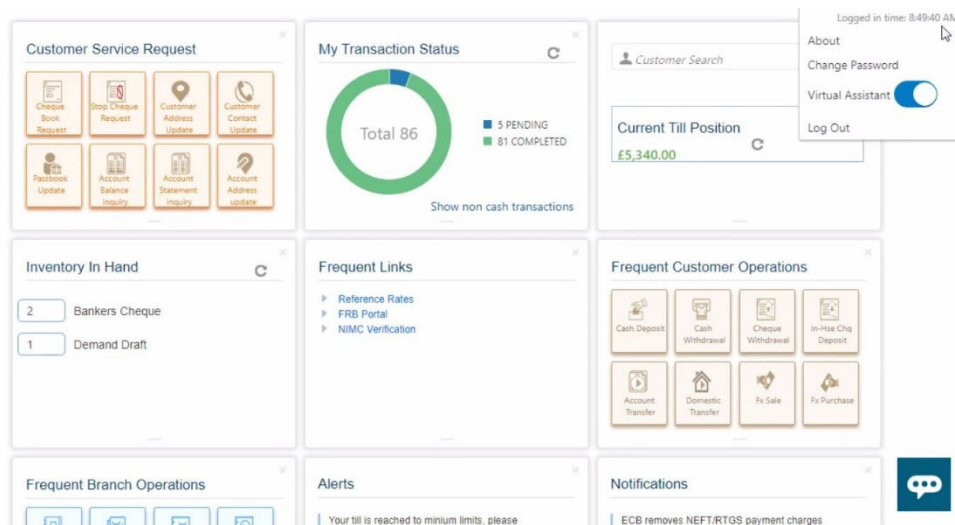
If sufficient details are provided in the email request for card block, the transaction will be processed until completion.

## 1.4.2 About 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.

The ODA can be enabled by navigating to the user menu and selecting **Virtual Assistant** option.

**Figure 1-12 Virtual Assistant**



The virtual assistant supports the following use cases:

**Table 1-11 ODA Use Cases**

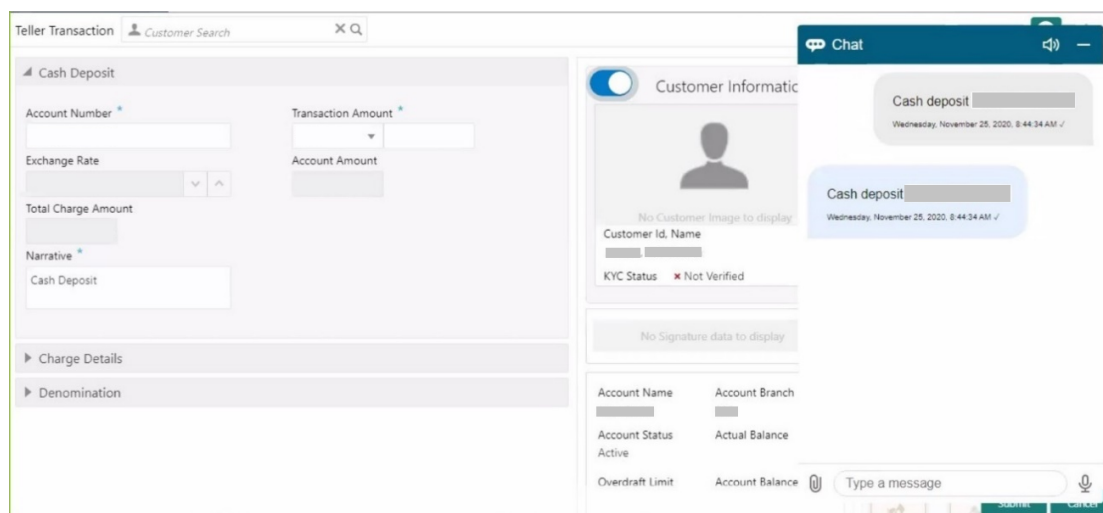
Use Case	Description
Teller can either type/say, <b>Cash Withdrawal Account Number, Do Cash Withdrawal Account Number</b> in ODA Chatbot.	<p>Based on the input provided, the <b>Cash Withdrawal</b> screen will be opened automatically with the specified account number. For example, refer to <a href="#">Figure 1-13</a>.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p><b>Note:</b></p> <p>Teller needs to type/say the specific account number while giving the input text/voice.</p> </div>

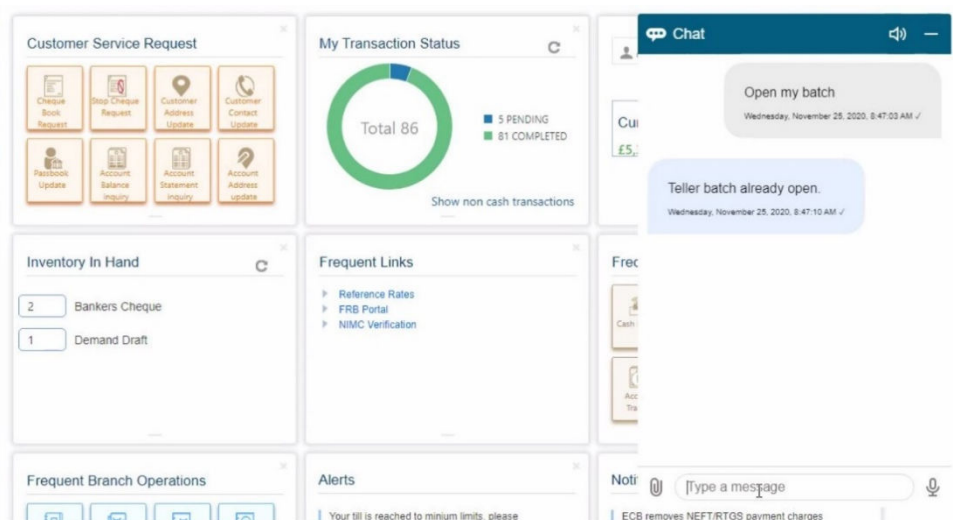


**Table 1-11 (Cont.) ODA Use Cases**

Use Case	Description
Teller can either type/say, <b>Cash Deposit Account Number, Do Cash Deposit Account Number</b> in ODA Chatbot.	Based on the input provided, the <b>Cash Deposit</b> screen will be opened with the specified account number. For example, refer to <a href="#">Figure 1-13</a> .
Teller can type/say the name of the operation like <b>Open Teller Batch</b> or <b>Open My Batch</b> .	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 ( <b>Teller batch already open</b> ) will be displayed. For example, refer to <a href="#">Figure 1-14</a> .
Teller can type/say the name of the operation like <b>Check Batch Status, What is my Batch Status, or Check Batch</b> .	Based on the input, the following conditions apply: <ul style="list-style-type: none"> <li>If the Teller batch is open, the ODA will show the message <b>Your Teller Batch is Open</b>.</li> <li>If the Teller batch is closed, the ODA will show the message <b>Your Teller Batch is Closed</b> and prompts <b>Do you want to open your Batch</b> with the options (<b>Yes</b> – select to open the Teller batch or <b>No</b> – select if it is not required to open the Teller batch).</li> </ul>

**Figure 1-13 Use Case with Account Number**



**Figure 1-14 Use Case without Account Number**

### 1.4.3 About Virtual Identifier

The virtual identifier is used to validate the specified account number of the customer.

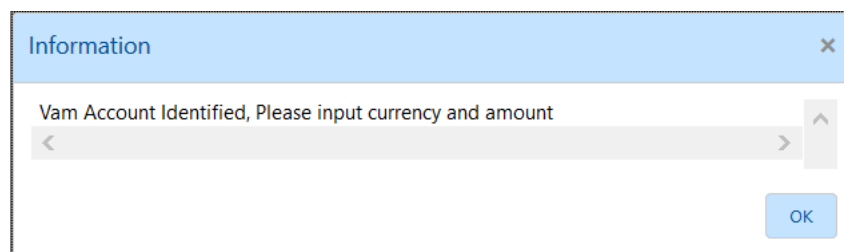
The virtual identifier is supported for the following screens:

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

#### Validations

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

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

**Figure 1-15 Virtual Identifier – Information Message**

## 1.4.4 About Amount-Based Signature Verification

The Teller can use the "Amount-Based Signature Verification" feature to verify the signature displayed in the Customer Information widget while performing the transactions.

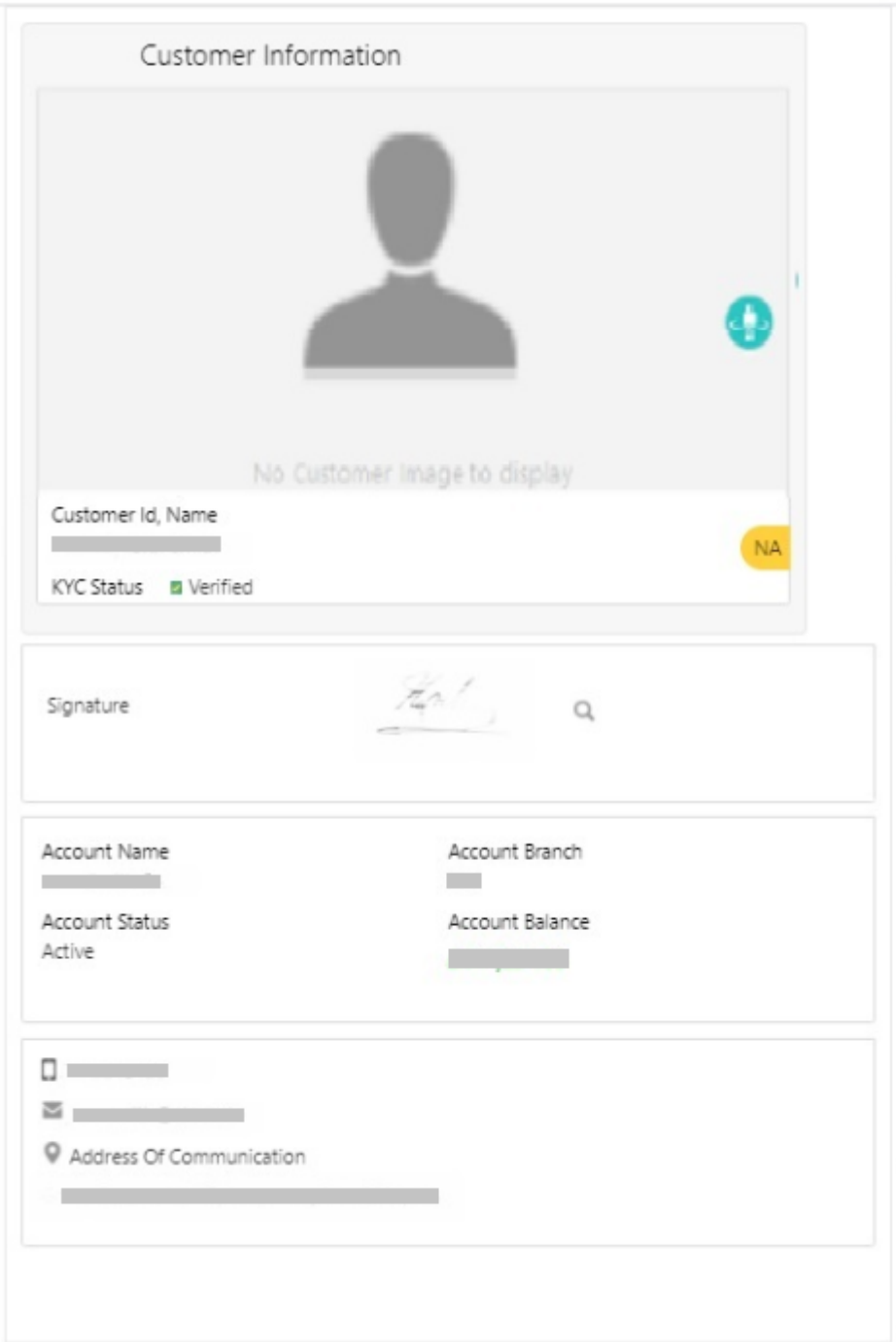
To enable/disable this feature, configure the value as Y or N in the `AMOUNT_BASED_SV` flag. This flag is present in the `srv_tm_bc_param_dtls` table in the transaction domain.

The following use cases are applicable to this feature:

**Table 1-12 Amount-Based Signature Verification**


Use Case	Description
Amount-based signature verification is disabled	When the user specifies the <b>Account Number</b> in a transaction screen and presses the <b>Tab</b> key, the system displays the signature in the <b>Customer Information</b> widget.
Amount-based signature verification is enabled	When the user specifies the <b>Account Number</b> and <b>Amount</b> in a transaction screen and presses the <b>Tab</b> key, the system displays the following details of signature in the <b>Customer Information</b> widget: <ul style="list-style-type: none"><li>• Signature</li><li>• Signature Type</li><li>• Group ID</li><li>• Number of Signatories</li></ul>

Figure 1-16 Amount-based Signature Verification Disabled



**Figure 1-17 Amount-based Signature Verification Enabled**

Customer Information



No Customer image to display


Customer Id, Name

██████████

NA

KYC Status ✔ Verified

Signature 🔍



---

SigType SIGTYPE1

Group ID	Number of Signatories
ACC_SIG_TYPE2	1
ACC_SIG_TYPE2	1

Account Name	Account Branch
██████████	██████████
Account Status	Actual Balance
Active	
Overdraft Limit	Account Balance

📄 ██████████

✉ ██████████

📍 Address Of Communication

████████████████████

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1-21

## 1.5 Keyboard Navigation for Transaction Screens

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

The keyboard navigation for various operations and their descriptions are as follows:

**Table 1-13 Keyboard Navigation**

Operation	Description of Navigation
<b>Input Values in Fields</b>	After you launch the transaction screen, press the <b>Tab</b> key to navigate to the desired field, and specify the value.
<b>Select Date</b>	To select the appropriate date, perform the following steps: <ol style="list-style-type: none"> <li>1. Press <b>Tab/Shift + Tab</b> keys to navigate to the desired calendar icon.</li> <li>2. Use <b>Arrow</b> keys to navigate to the desired date.</li> <li>3. Press <b>Enter</b> key or <b>Spacebar</b> to select the date.</li> </ol>
<b>Select from Drop-down Lists</b>	To select a value from the drop-down list, perform the following steps: <ol style="list-style-type: none"> <li>1. Press <b>Tab/Shift + Tab</b> keys to navigate to the desired drop-down list.</li> <li>2. Use <b>Arrow</b> keys to navigate to the desired value.</li> <li>3. Press <b>Enter</b> key to select the value.</li> </ol>
<b>Select from List of Values</b>	To select a value from the list of values, perform the following steps: <ol style="list-style-type: none"> <li>1. Press <b>Tab/Shift + Tab</b> keys to navigate to the desired list of values.</li> <li>2. Press <b>Enter</b> key or <b>Spacebar</b> to enter into the list of values.</li> <li>3. If the exact value is known, specify the value in the search field, and press the <b>Tab</b> key to navigate to the <b>Fetch</b> button. Press <b>Enter</b> key to select the <b>Fetch</b> button. The results will be fetched based on the input value.</li> <li>4. Press the <b>Tab</b> key to navigate to the results.</li> <li>5. Use <b>Arrow</b> keys to navigate to the desired value.</li> <li>6. Press <b>Spacebar</b> to select the value.</li> </ol>

Table 1-13 (Cont.) Keyboard Navigation

Operation	Description of Navigation
<b>Navigating through Tables</b>	To specify/select value in the fields/cells of a table, perform the following steps: <ol style="list-style-type: none"> <li>1. Press <b>Tab/Shift + Tab</b> keys to navigate to the desired data segment, and navigate to the desired table row.</li> <li>2. Press <b>Enter</b> key to enter into the data fields/cells.</li> <li>3. Specify the necessary value in the fields.</li> <li>4. If there are more cells in the row, use the <b>Tab</b> key to navigate to the other cells and specify the values.</li> <li>5. After you specify the values in the cells, press the <b>Esc</b> key to change the selection from cell to row.</li> <li>6. Press the <b>Tab</b> key to navigate to the other tables/data segments/fields/buttons.</li> </ol>
<b>Select Option Buttons/Icons</b>	To select option buttons, perform the following steps: <ol style="list-style-type: none"> <li>1. Press <b>Tab/Shift + Tab</b> keys to navigate to the desired option button.</li> <li>2. Press <b>Enter</b> key or <b>Spacebar</b> to select the desired option button.</li> </ol>
<b>Perform Transaction</b>	To specify/select the necessary values and submit a transaction using keyboard navigation, perform the following steps: <ol style="list-style-type: none"> <li>1. Use the appropriate shortcut keys to navigate to the fields, buttons, data segments, tables, etc., and specify/select the necessary values.</li> <li>2. After you specify the necessary values, use appropriate shortcut keys to select <b>Submit</b> button to complete a transaction.</li> </ol>

## 1.6 About Business Process Codes

Business Process Code defines the various stages for servicing transactions.

The screens available in the Oracle Banking Branch application use the conductor flow. As a part of Oracle Banking Branch releases, a set of default process codes are factory-shipped for the following customer servicing transactions:

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

 **Note:**

For more information on the business process, refer to the *Servicing Configurations User Guide*.

# 2

## Branch Operations

The Branch Manager, Vault Teller, or Teller can use branch operations to perform the internal activities done at the branch where the customer is not involved.

This topic contains the following subtopics:

- [TC Denomination Enquiry](#)  
The **TC Denomination Enquiry** screen is used to enquire the currency-wise details of the TCs in the branch vault.
- [Open Branch Batch](#)  
The **Open Branch Batch** screen is used to initiate the branch operations for the posting date. The Supervisor or Branch Manager with necessary access can open this screen.
- [Open Vault Batch](#)  
The Vault Teller can use **Open Vault Batch** screen to open a vault batch on a specified date.
- [Open Teller Batch](#)  
The **Open Teller Batch** screen is used to open a teller batch on a specified date.
- [Current Open Tills](#)  
The **Current Open Tills** screen is used to view the open tills or vault for the branch during the day or before performing the end-of-day activity.
- [Branch Breach Limits](#)  
The **Branch Breach Limits** screen helps to view the details of Till or Vault, which is breaching the currency limits along with the current balance position.
- [Till Vault Position](#)  
The **Till Vault Position** screen is 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.
- [Branch Total 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.
- [Close Teller Batch](#)  
The **Close Teller Batch** screen is used to close the teller batch for the given posting date.
- [Close Vault Batch](#)  
The **Close Vault Batch** screen is used to close the vault batch for a specific date.
- [Close Branch Batch](#)  
The **Close Branch Batch** screen is used to close the branch batch after confirming that all the branch transactions have been accounted for in the account books.
- [Book Shortage](#)  
The Teller or Vault Teller can use the **Book Shortage** screen to book the shortage if the actual or physical cash present is less than the system cash.



- **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.
- **Teller Session**  
The teller can perform several transactions for a customer in a single session. All the transactions done by the customer are grouped under a single session. At the end of the session, the teller accepts the cumulative amount (of all the transactions done in the session) from the customer.

## 2.1 TC Denomination Enquiry

The **TC Denomination Enquiry** screen is used to enquire the currency-wise details of the TCs in the branch vault.

The currency-wise details include:

- Denomination
- Count
- Series
- Serial Number
- Amount

To enquire the TC denomination:

1. On the Homepage, from **Teller** mega menu, under **Branch Operations**, click **TC Denomination Enquiry** or specify **TC Denomination Enquiry** in the search icon bar and select the screen.

The **TC Denomination Enquiry** screen is displayed.

**Figure 2-1 TC Denomination Enquiry**

Denomination Code	Description	System Count	Series	Start Number	End Number	Amount
No data to display.						

2. On the **TC Denomination Enquiry** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

Table 2-1 TC Denomination Enquiry - Field Description

Field	Description
<b>Branch Code</b>	Displays the logged-in branch code.
<b>Posting Date</b>	Displays the current posting date of the branch.
<b>Till Vault Indicator</b>	Select the Till Vault Indicator from the drop-down values (Till or Vault).
<b>Till ID</b>	Displays the Till ID.
<b>TC Currency</b>	Click the search icon, and select the TC currency from the list of values.
<b>Issuer Code</b>	Click the search icon, and select the issuer code from the list of values.
<b>Refresh</b>	After you specify the <b>TC Currency</b> and <b>Issuer Code</b> fields, click <b>Refresh</b> to fetch and display the details of the TC.
<b>Denomination Code</b>	Displays the denomination code of the TC.
<b>Description</b>	Displays the description of the denomination code.
<b>System Count</b>	Displays the system count.
<b>Series</b>	Displays the series.
<b>Start Number</b>	Displays the start number.
<b>End Number</b>	Displays the end number.
<b>Amount</b>	Displays the amount.

## 2.2 Open Branch Batch

The **Open Branch Batch** 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, the system derives the next working day automatically, based on the branch calendar.

To open a branch batch:

1. On the Homepage, from **Teller** mega menu, under **Branch Operations**, click **Open Branch Batch** or specify **Open Branch Batch** in the search icon bar and select the screen.


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

Figure 2-2 Open Branch Batch

The screenshot shows the 'Open Branch Batch' screen. At the top, there is a header 'Open Branch Batch'. Below it, there is a 'Posting Date' field with a calendar icon. At the bottom right, there are three buttons: 'Submit', 'Clear', and 'Cancel'.

2. On the **Open Branch Batch** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 2-2 Open Branch Batch - Field Description**

Field	Description
<b>Posting Date</b>	<p>Indicates the date on which the branch batch needs to be opened.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>By default, the system displays the current date.</p> </div>

3. Click **Submit**.

The branch batch is opened 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.

## 2.3 Open Vault Batch

The Vault Teller can use **Open Vault Batch** 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 open a vault batch:

1. On the Homepage, from **Teller** mega menu, under **Branch Operations**, click **Open Vault Batch** or specify **Open Vault Batch** in the search icon bar and select the screen.

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

**Figure 2-3 Open Vault Batch**

The screenshot shows the 'Open Vault Batch' interface. At the top, there is a 'Posting Date' field with a calendar icon. Below this is a table with four columns: 'Currency', 'Total Cash', 'Cash Available', and 'Shortage/Overage Amount'. The table contains several rows of data. Below this table is a larger table with eight columns: 'Currency', 'Denomination', 'Total Units', 'Total Value', 'System Units', 'System Total', 'Shortage/Overage Units', and 'Shortage/Overage Amount'. This table also contains multiple rows of data. At the bottom of the form, there are two summary boxes: 'Total Cash Amount' and 'Denomination Total'. To the right of these boxes is a 'Validate Denominations' button. At the very bottom of the screen, there are three buttons: 'Submit', 'Clear', and 'Cancel'.

2. On the **Open Vault Batch** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 2-3 Open Vault Batch - Field Description**

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 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 vault, at the beginning of the current posting date.
<b>Cash Available</b>	Displays the system calculated cash for a particular currency, which is available in the vault at the beginning of the current posting date.  <b>Note:</b> The amount shown in this column depends on the cash transactions that were carried out by the vault until the last posting date.

Table 2-3 (Cont.) Open Vault Batch - Field Description

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

3. Click **Submit**.

The vault batch is opened for the specified posting date.

 **Note:**

During the vault batch opening, the system will internally transfer the available balance from the Primary vault of the branch to the current open Vault ID. The Vault Teller can perform the relevant vault operations for the posting date. The system does not allow to open the vault batch if the physical cash entered is not the same as the system cash.

## 2.4 Open Teller Batch

The **Open Teller Batch** 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 open a teller batch:

1. On the Homepage, from **Teller** mega menu, under **Branch Operations**, click **Open Teller Batch** or specify **Open Teller Batch** in the search icon bar and select the screen.

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

**Figure 2-4 Open Teller Batch**

The screenshot shows the 'Open Teller Batch' interface. At the top, there is a 'Posting Date' field with a calendar icon. Below it is a table with columns: Currency, Total Cash, Cash Available, and Shortage/Overage Amount. The 'Total Cash' and 'Cash Available' columns contain numerical values. Below this is another table with columns: Currency, Denomination, Total Units, Total Value, System Units, System Total, Shortage/Overage Units, and Shortage/Overage Amount. The 'Total Value' and 'System Total' columns contain numerical values. At the bottom, there are two summary fields: 'Total Cash Amount' and 'Denomination Total', both with numerical values. A 'Validate Denominations' button is located at the bottom right. At the very bottom, there are three buttons: 'Submit', 'Clear', and 'Cancel'.

2. On the **Open Teller Batch** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 2-4 Open Teller Batch - Field Description**




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 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.

Table 2-4 (Cont.) Open Teller Batch - Field Description

Field	Description
<b>Shortage/ Overage Amount</b>	Displays the difference between the total cash and the cash available with the Teller, at the end of the current posting date. Based on this difference, the overage or the shortage amount is displayed.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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> </div>
<b>Currency</b>	Displays the currency code.
<b>Denomination</b>	Displays the denomination code.
<b>Total Units</b>	Specify the total units available while closing the batch.
<b>Total Value</b>	Displays the total value based on the total units.
<b>System Units</b>	Displays the units available in the system.
<b>System Total</b>	Displays the total value available in the system.
<b>Shortage/Overage Units</b>	Displays the shortage/overage units.
<b>Shortage/Overage Amount</b>	Displays the shortage/overage amount.
<b>Total Cash Amount</b>	Displays the total cash amount.
<b>Denomination Total</b>	Displays the total denomination value with the currency.
<b>Validate Denominations</b>	Click this button to calculate and display the <b>Total Cash</b> and <b>Shortage/Overage Amount</b> fields based on the currency selected.

- Click **Submit**.

The teller batch is opened for the specified posting date.

 **Note:**

The Teller can perform the relevant teller operations for the posting date. The system does not allow to open the vault batch if the physical cash entered is not the same as the system cash. The system also allows to re-open the Teller batch for the current system date.

## 2.5 Current Open Tills

The **Current Open Tills** 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 following transactions under each Teller or Vault Teller's ID:

- Pending
- Unassigned
- Assigned
- Tanked


To view the open tills or vault:

1. On the Homepage, from **Teller** mega menu, under **Branch Operations**, click **Current Open Tills** or specify **Current Open Tills** in the search icon bar and select the screen. The **Current Open Tills** screen is displayed.

**Figure 2-5 Current Open Tills**

2. On the **Current Open Tills** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 2-5 Current Open Tills - Field Description**

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.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-left: 20px;"> <p> <b>Note:</b></p> <p>By default, the system displays the current date.</p> </div>
<b>Refresh</b>	Click <b>Refresh</b> to refresh the details.
<b>User ID</b>	Displays the list of Tellers or Vault Tellers of the branch.
<b>Till/Vault Indicator</b>	Displays the checkbox if the <b>User ID</b> is a Vault Teller.
<b>User Working</b>	Displays the user working as Y or N.
<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.



## 2.6 Branch Breach Limits

The **Branch Breach Limits** 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's total cash position and its breaching limits for the posting date.

To view the branch breaching limits:

1. On the Homepage, from **Teller** mega menu, under **Branch Operations**, click **Branch Breach Limits** or specify **Branch Breach Limits** in the search icon bar and select the screen.

The **Branch Breach Limits** screen is displayed.

**Figure 2-6 Branch Breach Limits**

2. On the **Branch Breach Limits** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 2-6 Branch Breach Limits - Field Description**

Field	Description
<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.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b> By default, the system displays the current date.</p> </div>
<b>Refresh</b>	Click this icon to refresh the details.
<b>Tills Breaching Limit</b>	Specify the fields under this section.
<b>User ID</b>	Displays the list of Tellers/Vault Tellers of the branch.

Table 2-6 (Cont.) Branch Breach Limits - Field Description

Field	Description
<b>Vault User</b>	Displays the checkbox if the <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>	Displays the values under this section.
<b>Branch Code</b>	Displays the code of the logged-in branch.
<b>Currency</b>	Displays the currency code.
<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.

## 2.7 Till Vault Position

The **Till Vault Position** screen is 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 view the cash position of all the currencies:

1. On the Homepage, from **Teller** mega menu, under **Branch Operations**, click **Till Vault Position** or specify **Till Vault Position** in the search icon bar and select the screen.

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

Figure 2-7 Till Vault Position

The screenshot shows the 'Till Vault Position' interface. At the top, there are search filters for 'Branch Code', 'Branch Posting Date', and 'Teller/Vault ID'. A 'Refresh' button is located below these filters. The main content area is divided into two sections: 'Currency Details' and 'Denomination Details'. Both sections currently display 'No data to display.' and include pagination controls showing 'Page 1 (0 of 0 items)'.

Currency	Opening Balance	Incoming Cash Amount	Outgoing Cash Amount	Total Cash	Till/Vault Indicator
No data to display.					

Denomination Code	Denomination Value	Opening Balance	Incoming Cash Amount	Outgoing Cash Amount	Total Cash	Units
No data to display.						

- On the **Till Vault Position** screen, specify the fields. For more information on fields, refer to the field description table.

Table 2-7 Till Vault Position - Field Description

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

## 2.8 Branch Total 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 view the currency wise cash position:

- On the Homepage, from **Teller** mega menu, under **Branch Operations**, click **Branch Total Position** or specify **Branch Total Position** in the search icon bar and select the screen.

The **Branch Total Position** screen is displayed.

**Figure 2-8 Branch Total Position**

2. On the **Branch Total Position** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 2-8 Branch Total Position - Field Description**

Field	Description
<b>Branch Code</b>	Displays the logged-in branch.
<b>Posting Date</b>	Indicates the date on which the teller totals position need to be enquired.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b> By default, the system displays the current date.</p> </div>
<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>	Select this radio button to display all the open Teller Till details of the day.
<b>All Vault</b>	Select this radio button to display all the open Vault details of the day.
<b>All Till and Vault</b>	Select this radio button to display all the open Till and open Vault details of the day.
<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.

## 2.9 Close Teller Batch

The **Close Teller Batch** 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 close the teller batch:

1. On the Homepage, from **Teller** mega menu, under **Branch Operations**, click **Close Teller Batch** or specify **Close Teller Batch** in the search icon bar and select the screen.




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

**Figure 2-9 Close Teller Batch**

The screenshot shows the 'Close Teller Batch' interface. At the top, there is a 'Posting Date' field with a calendar icon. Below it is a table with columns: Currency, Total Cash, Cash Available, and Shortage/Overage Amount. The table contains the text 'No data to display.' Below this is another table with columns: Currency, Denomination, Total Units, Total Value, System Units, System Total, Shortage/Overage Units, and Shortage/Overage Amount. This table also contains 'No data to display.' Below the second table are two summary rows: 'Total Cash Amount' and 'Denomination Total'. At the bottom, there is a section titled 'TC Denomination Details' with a right-pointing arrow. At the bottom right of the screen, there are three buttons: 'Submit', 'Clear', and 'Cancel'.

2. On the **Close Teller Batch** screen, specify the details. For more information on fields, refer to the field description table.

Table 2-9 Close Teller Batch - Field Description

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

3. Specify the TC denomination details. For information on the fields in the **TC Denomination Details** segment, refer to [Add TC Denomination Details](#).
4. Click **Submit**.

The cash balance is updated, and the teller batch is closed for the posting date.

 **Note:**

If there is any overage or shortage, the system displays an error message stating that the cash/TC 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.

- [Add TC Denomination Details](#)  
The TC Denomination Details data segment provides the denomination details for the Traveller's Cheque. It is also used to validate the denominations.

## 2.9.1 Add TC Denomination Details

The TC Denomination Details data segment provides the denomination details for the Traveller's Cheque. It is also used to validate the denominations.

**Figure 2-10 TC Denomination Details**

Validate the TC denomination details. For more information on fields, refer to the field description table.

**Table 2-10 TC Denomination Details - Field Description**

Field	Description
<b>TC Currency</b>	Displays the TC currency code in which the Teller deals.
<b>Total TC Amount</b>	Displays the total TC amount for a particular currency, physically present in the bank Teller, at the end of the current posting date.

Table 2-10 (Cont.) TC Denomination Details - Field Description



Field	Description
<b>TC Available</b>	<p>Displays the TC for a particular currency, which is available in the teller at the end of the current posting date.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The amount displayed in this column depends on the cash transactions that were carried out by the Teller until the last posting date.</p> </div>
<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> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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> </div>
<b>Issuer Code</b>	Displays the issuer code.
<b>TC Currency</b>	Displays the currency code of the TC.
<b>TC Denomination</b>	Displays the denomination code of the TC.
<b>TC Count</b>	Specify the TC count available with the Teller at the end of the current posting date.
<b>Series</b>	Displays the TC series.
<b>Start Number</b>	Displays the start number.
<b>End Number</b>	Displays the end number.
<b>TC Amount</b>	Displays the total TC amount.
<b>TC Denomination Value</b>	Displays the total denomination value with the TC currency.
<b>System Count</b>	Displays the system count.
<b>Shortage/Overage Units</b>	Displays the shortage/overage units.
<b>Shortage/Overage Amount</b>	Displays the shortage/overage amount.
<b>Total TC Amount</b>	Displays the total TC amount.
<b>TC Denominations</b>	Displays the TC denomination code.



Table 2-10 (Cont.) TC Denomination Details - Field Description

Field	Description
<b>Validate TC Denominations</b>	Click this button to calculate and display the <b>Total Cash</b> and <b>Shortage/Overage Amount</b> fields based on the currency selected.

## 2.10 Close Vault Batch

The **Close Vault Batch** screen is used to close the vault batch for a specific date.

The Vault Teller can log in and close the vault batch only if the below conditions are met:

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



### Note:

The Vault Teller can close the vault batch even if the Tills are open. When the Vault Batch is closed, the user will not be able to post transactions like **Buy Cash from Vault** that involve Vault.

To close the vault batch:

1. On the Homepage, from **Teller** mega menu, under **Branch Operations**, click **Close Vault Batch** or specify **Close Vault Batch** in the search icon bar and select the screen.

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

**Figure 2-11 Close Vault Batch**

2. On the **Close Vault Batch** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 2-11 Close Vault Batch - Field Description**

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.
<b>Shortage/Overage Amount</b>	Displays the difference between the total cash and the cash available in the Vault, at the end of the current posting date.
<b>Currency</b>	Displays the currency code.
<b>Denomination</b>	Displays the denomination code.

**Table 2-11 (Cont.) Close Vault Batch - Field Description**

Field	Description
<b>Total Units</b>	Specify the total units available while closing the batch.
<b>Total Value</b>	Displays the total value based on the total units.
<b>System Units</b>	Displays the units available in the system.
<b>System Total</b>	Displays the total value available in the system.
<b>Shortage/Overage Units</b>	Displays the shortage/overage units.
<b>Shortage/Overage Amount</b>	Displays the shortage/overage amount.
<b>Total Cash Amount</b>	Displays the total cash amount.
<b>Denomination Total</b>	Displays the total denomination value with the currency.

- Specify the denomination details for the Traveller's Cheque. For information on the fields in the TC Denomination Details segment, refer to [Add TC Denomination Details](#).
- Click **Submit**.

The cash balance is updated and the vault batch is closed for the posting date.

 **Note:**

During vault batch closure, the system will internally transfer the closing balance from the current open Vault ID to the Primary vault of the branch. 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 on submit.

## 2.11 Close Branch Batch

The **Close Branch Batch** 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 close the branch batch:


- On the Homepage, from **Teller** mega menu, under **Branch Operations**, click **Close Branch Batch** or specify **Close Branch Batch** in the search icon bar and select the screen.

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

**Figure 2-12 Close Branch Batch**

2. On the **Close Branch Batch** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 2-12 Close Branch Batch - Field Description**

Field	Description
<b>Posting Date</b>	Indicates the date on which the branch batch needs to be closed.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b> By default, the system displays the current date.</p> </div>

3. Click **Submit**.  
The branch batch is closed for the specified posting date.

## 2.12 Book Shortage

The Teller or Vault Teller can use the **Book Shortage** 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 sending the difference to a cash shortage GL. Once 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 book the shortage:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Book Shortage** or specify **Book Shortage** in the search icon bar and select the screen.

The **Book Shortage** screen is displayed.

**Figure 2-13 Book Shortage**

2. On the **Book Shortage** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 2-13 Book Shortage - Field Description**

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

3. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
4. Click **Submit**.

A teller sequence number is generated and the `Transaction Completed Successfully` information message is displayed.

**Note:**

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.

- [Add Denomination Details](#)

The **Denomination** segment is used to view the denominations maintained for the transaction currency and enter the denomination units.

## 2.12.1 Add Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and enter the denomination units.

Make sure that the main transaction details are added to the transaction screen.

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.



**Note:**

By default, the denomination details will be auto populated. If the `DEF_DEN_FR_WTDWL` value is set to **N** in the `SRV_TM_BC_PARAM_DTLS` table, the auto population of denomination details will be disabled.

**Figure 2-14 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
	GBP0.00

Validate the denomination details. For more information on fields, refer to the field description table.

**Table 2-14 Denomination Details - Field Description**

Field	Description
<b>Denom Code</b>	Displays the unique denomination codes for each currency.

Table 2-14 (Cont.) Denomination Details - Field Description

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

## 2.13 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. Once the system cash and the physical cash are synchronized, the Teller can perform cash balancing and close the Teller/Vault Teller batch for the posting date.

To book the overage:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Book Overage** or specify **Book Overage** in the search icon bar and select the screen.

The **Book Overage** screen is displayed.

**Figure 2-15 Book Overage**




2. On the **Book Overage** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.



Table 2-15 Book Overage - Field Description

Field	Description
Transaction Amount	<p>Displays the local currency of the branch. Specify the amount that needs to be booked for the overage.</p> <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>The user can select another currency from the drop-down values in which the shortage amount is to be booked.</p> </div>
Narrative	Displays the default narrative <code>Book Overage</code> and it can be modified.

3. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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.

## 2.14 Teller Session

The teller can perform several transactions for a customer in a single session. All the transactions done by the customer are grouped under a single session. At the end of the session, the teller accepts the cumulative amount (of all the transactions done in the session) from the customer.

This topic contains the following subtopics:

- [Start Teller Session](#)  
The Teller can use the **Start Teller Session** screen to start the teller session for a customer.
- [Stop Teller Session](#)  
The Teller can use the **Stop Teller Session** screen to stop the teller session for a customer.

## 2.14.1 Start Teller Session

The Teller can use the **Start Teller Session** screen to start the teller session for a customer.

To start a teller session:

1. On the Homepage, from **Teller** mega menu, under **Branch Operations**, click **Start Teller Session** or specify **Start Teller Session** in the search icon bar and select the screen.

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

**Figure 2-16 Start Teller Session**

The screenshot shows the 'Start Teller Session' form. It has a title bar with a back arrow and the text 'Start Teller Session'. Below the title bar are several input fields: 'Customer Number \*' with a search icon, 'Operation Type \*' with a dropdown menu showing 'transaction', 'Customer Name' with a greyed-out input area, 'Incoming Cash Amount \*' with a currency dropdown showing 'USD' and a numeric input '0.00', and 'Remarks' with a text input area. Below these fields is a collapsed section titled 'CIF Details'. At the bottom right of the form are three buttons: 'Submit', 'Clear', and 'Cancel'.

2. On the **Start Teller Session** screen, specify the fields. For more information on fields, refer to the field description table.


**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 2-16 Start Teller Session - Field Description**

Field	Description
<b>Customer Number</b>	Specify the customer number.  <b>Note:</b> You can also select from the list of values, which displays all the open and authorized CIF IDs maintained in the system.

**Table 2-16 (Cont.) Start Teller Session - Field Description**

Field	Description
<b>Operation Type</b>	<p>Select the operation types of the customer from the drop-down list. The drop-down list shows the 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> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>By default, the <b>Transaction</b> value is selected.</p> </div>
<b>Incoming Cash Amount</b>	Specify the cash amount at the start of the teller session.
<b>Remarks</b>	Enter remarks for the transaction.

3. On the **Start Teller Session** screen, click on the **CIF Details** data segment. The **CIF Details** data segment is displayed with the fields.

**Figure 2-17 CIF Details**

4. Specify the CIF details. For more information on fields, refer to the field description table.

**Table 2-17 CIF Details - Field Description**

Field	Description
<b>Executor CIF Number</b>	When you press the <b>Tab</b> key, the system defaults the value which can be modified.
<b>Executor CIF Name</b>	Displays the executor CIF.

Table 2-17 (Cont.) CIF Details - Field Description

Field	Description
<b>Beneficial Owner CIF Number</b>	Select the desired value from the option list, which displays all the open and authorized CIF IDs maintained in the system.
<b>Beneficial Owner CIF Number</b>	Displays the beneficial owner's CIF number.

5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

## 2.14.2 Stop Teller Session

The Teller can use the **Stop Teller Session** screen to stop the teller session for a customer.

To stop a teller session:

1. On the Homepage, from **Teller** mega menu, under **Branch Operations**, click **Stop Teller Session** or specify **Stop Teller Session** in the search icon bar and select the screen.

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


Figure 2-18 Stop Teller Session

2. On the **Stop Teller Session** screen, specify the fields. For more information on fields, refer to the field description table.

### Note:

The fields, which are marked with an asterisk, are mandatory.

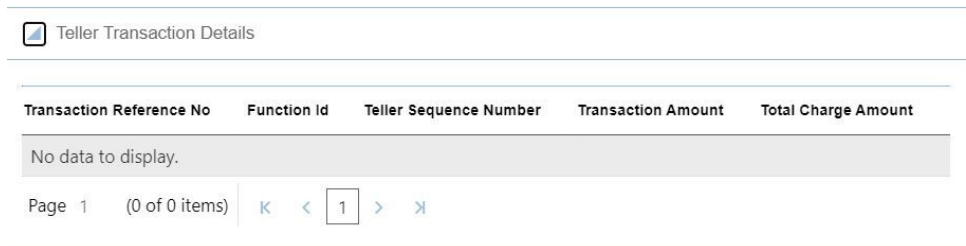
**Table 2-18 Stop Teller Session - Field Description**

Field	Description
<b>Customer Number</b>	Displays the customer number associated with the selected session ID.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b> When you launch the <b>Stop Teller Session</b>, its corresponding customer number will be populated in this field.</p> </div>
<b>Session ID</b>	The system defaults the session ID started.
<b>Incoming Cash Amount</b>	Displays the incoming cash amount that was entered at the start of the teller session.
<b>Difference Amount</b>	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>Cash In/ Out</b>	Displays in/out based on the difference amount value as <b>IN</b> or <b>OUT</b> .

- On the **Stop Teller Session** screen, click on the **Teller Transaction Details** data segment.

The **Teller Transaction Details** data segment is displayed.

**Figure 2-19 Teller Transaction Details**



Transaction Reference No	Function Id	Teller Sequence Number	Transaction Amount	Total Charge Amount
No data to display.				

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- On the **Teller Transaction Details** segment, specify the fields. For more information on fields, refer to the field description table.

**Table 2-19 Teller Transaction Details - Field Description**

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 that occurred within the teller session.
<b>Teller Sequence Number</b>	Displays the unique sequence number generated for the teller to check the transaction in EJ Log.

**Table 2-19 (Cont.) Teller Transaction Details - Field Description**

Field	Description
<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 the eye button to view the individual charges maintained for the transaction.

- On the **Stop Teller Session** screen, click on the **Teller Session Denomination Details** data segment.

The **Teller Session Denomination Details** data segment is displayed.

**Figure 2-20 Teller Session Denomination Details**

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

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- On the **Teller Session Denomination Details** segment, specify the fields. For more information on fields, refer to the field description table.

**Table 2-20 Teller Session Denomination Details - Field Description**

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 within the teller session.
<b>Cash In/Out</b>	Displays the cash in/out value for the <b>Total Transaction Amount</b> .
<b>Add Denomination</b>	Click <b>Add</b> to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to <a href="#">Add Denomination Details</a> .

- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

# 3

## Till-Vault Operations

The Vault Teller or Teller can use Till-Vault operations to monitor the cash and currency boxes for the day. It is also used to perform cash transfers from or to the Vault/Till.

This topic contains the following subtopics:

- [Buy TC from Agent](#)  
The **Buy TC from Agent** screen is used to buy TC from agents into the branch's vault. Only a Vault user can access this screen.
- [Buy TC from Head Office](#)  
The **Buy TC from HO** screen is used to buy TC from head office into branch's vault. Only a Vault user can access this screen.
- [Buy TC from Vault](#)  
The **Buy TC from Vault** screen is used to buy TC from the vault to transfer TCs into logged-in Teller's Till. Only a Teller can access this screen.
- [Return TC to Vault](#)  
The Teller can use the **Return TC to Vault** screen to return TC to the branch's vault.
- [Return TC to HO](#)  
The **Return TC to HO** screen is used to sell TC to the HO, and only a Vault Teller can access this screen.
- [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.
- [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.
- [Buy Cash from Vault](#)  
The Teller can use the **Buy Cash from Vault** screen to get cash from the vault.
- [Sell Cash to Vault](#)  
The Teller can use the **Sell Cash to Vault** 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.
- [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.
- [Sell Cash to Till](#)  
The Teller can use the **Sell Cash to Till** screen to transfer cash to another Teller's Till in case of excess funds available in the Till.
- [Denomination Exchange](#)  
The Teller can use the **Denomination Exchange** screen to exchange the currency denominations.

- [Inter Branch Transactions](#)  
The interbranch transactions are used to send a request from a bank branch to the central cash depository, for pickup or delivery of cash.

## 3.1 Buy TC from Agent

The **Buy TC from Agent** screen is used to buy TC from agents into the branch's vault. Only a Vault user can access this screen.

To buy TC from agents:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Buy TC from Agent** or specify **Buy TC from Agent** in the search icon bar and select the screen.

The **Buy TC from Agent** screen is displayed.

**Figure 3-1 Buy TC from Agent**

2. On the **Buy TC from Agent** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 3-1 Buy TC from Agent - Field Description**

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



**Table 3-1 (Cont.) Buy TC from Agent - Field Description**

Field	Description
Narrative	Displays the narrative as <b>Buy TC From Agent</b> , and it can be modified.

- Specify the TC denomination details. For information on the fields in the **TC Denominations** segment, refer to [Add TC Denominations to Buy TC](#).
- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

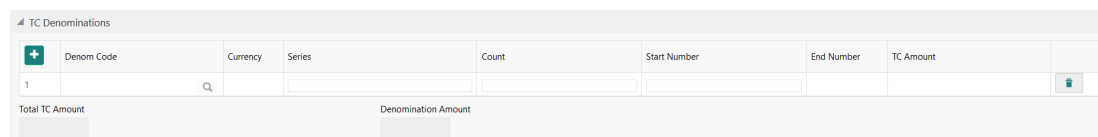
In addition, during transaction completion, the system creates individual TC records for the combination of TC Currency, Issuer Code, TC Denom Code, Series, and TC Number with TC status as Null.

- [Add TC Denominations to Buy TC](#)  
You can add the denomination details for the TC in the **TC Denominations** data segment.

### 3.1.1 Add TC Denominations to Buy TC

You can add the denomination details for the TC in the **TC Denominations** data segment. Make sure that the transaction details are added to the transaction screen.

**Figure 3-2 TC Denominations**



Denom Code	Currency	Series	Count	Start Number	End Number	TC Amount
1						

Total TC Amount      Denomination Amount

To add the denomination details:

On the **TC Denominations** data segment, specify the fields. For more information on fields, refer to the field description table.

**Table 3-2 TC Denominations - Field Description**

Field	Description
<b>Denom Code</b>	Specify the TC denomination code from the list of values.
<b>Currency</b>	Displays the default TC Currency.
<b>Series</b>	Specify the series of TC denomination code that needs to be purchased from the agent.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-left: 20px;"> <p><b>Note:</b> This field accepts alphanumeric values.</p> </div>
<b>Count</b>	Specify the units.
<b>Start Number</b>	Specify the start number of the series.
<b>End Number</b>	Displays the end number, which is the sum of the start number and the count.
<b>TC Amount</b>	Displays the TC Amount, which is the product of the denomination and the count.
<b>Total TC Amount</b>	Displays the total TC amount along with the currency.
<b>Denomination Amount</b>	Displays the denomination amount along with the currency.

## 3.2 Buy TC from Head Office

The **Buy TC from HO** screen is used to buy TC from head office into branch's vault. Only a Vault user can access this screen.

To buy TC from head office:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Buy TC from HO** or specify **Buy TC from HO** in the search icon bar and select the screen.

The **Buy TC from HO** screen is displayed.

**Figure 3-3 Buy TC from HO**

The screenshot shows the 'Buy TC from HO' screen with the following fields and controls:


- TC Amount \***: A text input field with a dropdown arrow.
- Issuer Code \***: A text input field with a search icon.
- Issuer Code Description**: A text input field.
- Narrative \***: A text input field containing the text 'Buy TC from HO'.
- TC Denominations**: A section header with a right-pointing arrow.
- Submit** and **Cancel** buttons are located at the bottom right of the screen.

2. On the **Buy TC from HO** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 3-3 Buy TC from HO - Field Description**

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

- Specify the TC denomination details. For information on the fields in the **TC Denominations** segment, refer to [Add TC Denominations to Buy TC](#).
- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

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

## 3.3 Buy TC from Vault

The **Buy TC from Vault** screen is used to buy TC from the vault to transfer TCs into logged-in Teller's Till. Only a Teller can access this screen.

To buy TC from the vault:

- On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Buy TC from Vault** or specify **Buy TC from Vault** in the search icon bar and select the screen.

The **Buy TC from Vault** screen is displayed.

**Figure 3-4 Buy TC from Vault**

2. On the **Buy TC from Vault** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 3-4 Buy TC from Vault - Field Description**



Field	Description
<b>TC Amount</b>	Select the currency from the drop-down values, and specify the TC Amount.
<b>Issuer Code</b>	Click the search icon and select the issuer code from the list of values.  <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values provides the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen.</p> </div>
<b>Issuer Code Description</b>	Displays the description of the specified issuer code.
<b>Narrative</b>	Displays the narrative as <b>Buy TC From Vault</b> , and it can be modified.

3. Click on the **TC Denominations** segment.  
The **TC Denominations** segment is displayed.

**Figure 3-5 TC Denominations**

4. In the **TC Denominations** segment, specify the fields. For more information on fields, refer to the field description table.

Table 3-5 TC Denominations - Field Description

Field	Description
<b>Denom Code</b>	Specify the TC denomination code from the list of values.
<b>Currency</b>	Displays the default TC Currency.
<b>Series</b>	Specify the series of the TC denomination code that needs to be purchased from the Vault.   <b>Note:</b>  The list of values contains the valid TC series that are available with Vault. On click of LOV, the search criterion field will have <b>Series</b> , and the result criterion will display the <b>Series</b> and <b>Start Number</b> .
<b>Count</b>	Specify the count of the TC.
<b>Start Number</b>	Displays the starting number of the series.   <b>Note:</b>  Based on the series selected, the system will populate the start number available for the combination of <b>Currency</b> , <b>TC Denom Code</b> , and <b>Series</b> .
<b>End Number</b>	Displays the end number, which is the sum of the start number and the count.
<b>TC Amount</b>	Displays the TC Amount, which is the product of the denomination and the count.
<b>Total TC Amount</b>	Displays the total TC amount along with the currency.
<b>Denomination Amount</b>	Displays the denomination amount along with the currency.

5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

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

## 3.4 Return TC to Vault

The Teller can use the **Return TC to Vault** screen to return TC to the branch's vault.

To sell TC to the branch's vault:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Return TC to Vault** or specify **Return TC to Vault** in the search icon bar and select the screen.

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


**Figure 3-6 Return TC to Vault**

2. On the **Return TC to Vault** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 3-6 Return TC to Vault - Field Description**

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

3. Specify the TC denomination details. For information on the fields in the **TC Denominations** segment, refer to [Add TC Denominations to Return TC](#).

4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

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

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

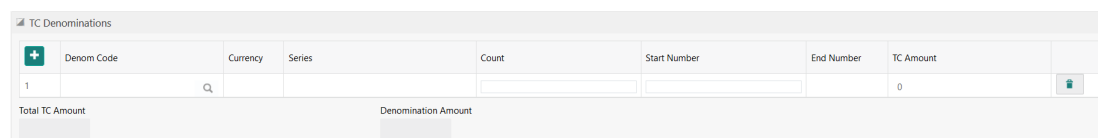
- [Add TC Denominations to Return TC](#)  
You can add the denomination details for the TC in the **TC Denominations** data segment.

### 3.4.1 Add TC Denominations to Return TC

You can add the denomination details for the TC in the **TC Denominations** data segment.

Make sure that the transaction details are added to the transaction screen.

**Figure 3-7 TC Denominations**



Denom Code	Currency	Series	Count	Start Number	End Number	TC Amount
1						0

Total TC Amount      Denomination Amount


To add the denomination details:

On the **TC Denominations** data segment, specify the fields. For more information on fields, refer to the field description table.

**Table 3-7 TC Denominations - Field Description**

Field	Description
<b>Denom Code</b>	Specify the TC denomination code from the list of values.
<b>Currency</b>	Displays the default TC currency.
<b>Series</b>	Specify the series of the TC Denom Code that is being purchased from the agent.
<b>Count</b>	Specify the count of the TC that needs to be sold.

**Table 3-7 (Cont.) TC Denominations - Field Description**

Field	Description
<b>Start Number</b>	Display the starting number of the series. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;">  <b>Note:</b>                      Based on the series selected, the system will populate the <b>Start Number</b> available for the combination of <b>Currency</b>, <b>TC Denom Code</b>, and <b>Series</b>.                 </div>
<b>End Number</b>	Displays the end number, which is the sum of start number and the count.
<b>TC Amount</b>	Displays the TC Amount, which is the product of the denomination and the count.
<b>Total TC Amount</b>	Displays the total TC amount along with the currency.
<b>Denomination Amount</b>	Displays the denomination amount along with the currency.

## 3.5 Return TC to HO

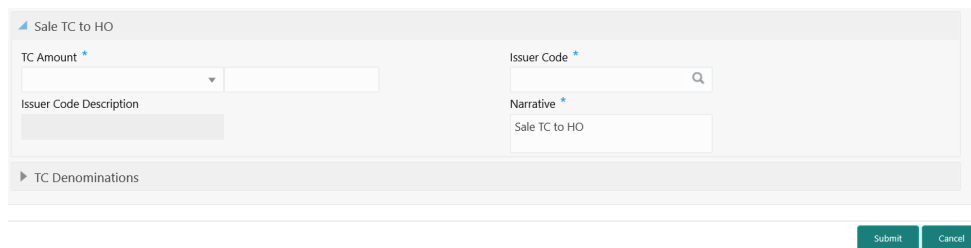
The **Return TC to HO** screen is used to sell TC to the HO, and only a Vault Teller can access this screen.

To sell TC to the HO:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Return TC to HO** or specify **Return TC to HO** in the search icon bar and select the screen.

The **Sale TC to HO** screen is displayed.

**Figure 3-8 Sale TC to HO**




2. On the **Sale TC to HO** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.



**Table 3-8 Sale TC to HO - Field Description**

Field	Description
<b>TC Amount</b>	Select the TC currency from the drop-down values, and specify the TC Amount.
<b>Issuer Code</b>	Click the search icon and select the issuer code from the list of values.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;">  <b>Note:</b> The list of values provides the HO code of the logged-in branch and the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen. </div>
<b>Issuer Code Description</b>	Displays the description of the specified <b>Issuer Code</b> .
<b>Narrative</b>	Displays the narrative as <b>Return TC to HO</b> , and it can be modified.

3. Specify the TC denomination details. For information on the fields in the **TC Denominations** segment, refer to [Add TC Denominations to Return TC](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

## 3.6 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 buy cash from the currency chest:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Buy Cash from Ccy Chest**.

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

**Figure 3-9 Buy Cash from Currency Chest**

2. On the **Buy Cash from Currency Chest** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 3-9 Buy Cash from Currency Chest - Field Description**

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 Buy Cash from Currency Chest, and it can be modified.

3. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

**Note:**

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.

## 3.7 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 sell cash to currency chest:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Sell Cash to Ccy Chest** or specify **Sell Cash to Ccy Chest** in the search icon bar and select the screen.

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


**Figure 3-10 Sell Cash to Currency Chest**

2. On the **Sell Cash to Currency Chest** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 3-10 Sell Cash to Currency Chest - Field Description**

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.

**Table 3-10 (Cont.) Sell Cash to Currency Chest - Field Description**

Field	Description
Narrative	Displays the default narrative Sell Cash to Currency Chest, and it can be modified.

- Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
- Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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.

## 3.8 Buy Cash from Vault

The Teller can use the **Buy Cash from Vault** screen to get cash from the vault.

To get cash from the vault:

- On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Buy Cash from Vault** or specify **Buy Cash from Vault** in the search icon bar and select the screen.

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

**Figure 3-11 Buy Cash from Vault**




- On the **Buy Cash from Vault** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

Table 3-11 Buy Cash from Vault - Field Description

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.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>Transfer Cash from Vault</b> , and it can be modified.

3. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction completion, the accounting entries (for example, Dr Teller Cash GL & Cr Vault Cash GL) for the transaction will be handed off to FCUBS based on the settlement definition maintained for the function code. Also, the cash positions of the Teller are increased and the Vault Teller is decreased successfully.

If the cash position of the Vault Teller is less than the total cash requested by the Teller:

- The system displays an error message
- The Teller needs to perform this transaction after the vault is replenished sufficiently

## 3.9 Sell Cash to Vault

The Teller can use the **Sell Cash to Vault** 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 the vault, the Teller batch and the Vault batch need to be opened for the posting date.


To sell cash to the vault:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Sell Cash to Vault** or specify **Sell Cash to Vault** in the search icon bar and select the screen.


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

**Figure 3-12 Sell Cash to Vault**

2. On the **Sell Cash to Vault** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 3-12 Sell Cash to Vault - Field Description**

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 as <b>Transfer Cash to Vault</b> , and it can be modified.

3. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the *Transaction Completed Successfully* information message is displayed.

 **Note:**

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction completion, the accounting entries (for example, Dr Vault Cash GL & Cr Teller Cash GL) for the transaction will be handed off to FCUBS based on the settlement definition maintained for the function code. Also, the cash balance of the Teller is decreased and the Vault Teller is increased successfully.

## 3.10 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.

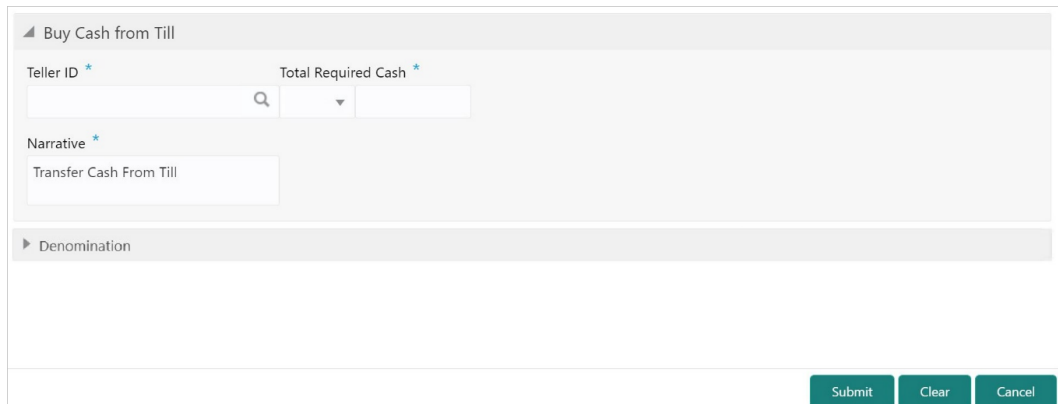
Teller can request the required cash in a specific currency, and on completing this transaction, the system updates the cash position of both the Tellers to the extent of the transaction amount.

To transfer cash from another Teller's till:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Buy Cash from Till** or specify **Buy Cash from Till** in the search icon bar and select the screen.

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

**Figure 3-13 Buy Cash from Till**




2. On the **Buy Cash from Till** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 3-13 Buy Cash from Till - Field Description**

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 as <b>Transfer Cash from Till</b> , and it can be modified.

- Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 is updated successfully.

## 3.11 Sell Cash to Till

The Teller can use the **Sell Cash to Till** screen to transfer cash to another Teller's Till in case of excess funds available in the 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 the transaction amount.

To sell cash to the Till:

- On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Sell Cash to Till** or specify **Sell Cash to Till** in the search icon bar and select the screen.

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



**Figure 3-14 Sell Cash to Till**

2. On the **Sell Cash to Till** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 3-14 Sell Cash to Till - Field Description**

Field	Description
<b>Teller ID</b>	Displays the <b>Teller ID</b> from which the cash needs to be transferred.
<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.  <div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p> <b>Note:</b></p> <p>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.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>Transfer Cash to Till</b> , and it can be modified.

3. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

**Note:**

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 is updated successfully.

## 3.12 Denomination Exchange

The Teller can use the **Denomination Exchange** screen to exchange the currency denominations.

The exchange can be performed for the internal purpose of the bank or based on the customer's request. The outgoing cash needs to be entered as negative in the denomination details segment. 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 exchange the currency denominations:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Denomination Exchange** or specify **Denomination Exchange** in the search icon bar and select the screen.

The **Denomination Exchange** screen is displayed.

**Figure 3-15 Denomination Exchange**

2. On the **Denomination Exchange** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 3-15 Denomination Exchange - Field Description**

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

3. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 is updated successfully.

## 3.13 Inter Branch Transactions

The interbranch transactions are used to send a request from a bank branch to the central cash depository, for pickup or delivery of cash.

A branch can request 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.

The process steps for cash delivery are as follows:

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

The process steps for cash pickup are as follows:

1. The requesting branch sends a request for the pickup of cash using the 1409 screen.
2. The receiving branch queries for the requests and accepts the request using the 1409 screen.
3. On the date of cash pickup, the receiving branch generates advice and sends it to requesting branch.
4. The requesting branch receives the advice and books the transaction using the 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 the 1411 screen.

This topic contains the following subtopics:

- [Inter Branch Transaction Request](#)  
The **Inter Branch Transaction Request** screen is used to create the inter-branch cash pickup or cash delivery requests.
- [Inter Branch Transaction Input](#)  
The **Inter Branch Transaction Input** screen is used for a branch to act as a remitting branch to book an input transaction for cash delivery.

- [Inter Branch Transaction Liquidation](#)  
The receiving branch can use the **Inter Branch Transaction Liquidation** screen to receive the cash, verify the advice with denomination units, and liquidate the request.

### 3.13.1 Inter Branch Transaction Request

The **Inter Branch Transaction Request** screen is used to create the inter-branch cash pickup or cash delivery requests.

To create the inter-branch transaction request:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Inter Branch Txn Req** or specify **Inter Branch Txn Req** in the search icon bar and select the screen.

The **Inter Branch Transaction Request** screen is displayed.

**Figure 3-16 Inter Branch Transaction Request**


2. On the **Inter Branch Transaction Request** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 3-16 Inter Branch Transaction Request - Field Description**

Field	Description
<b>New</b>	Click this button to create a new inter branch transaction and generate the inter branch request reference number.
<b>Query</b>	Click <b>Query</b> to enable the field <b>Inter Branch Request Reference</b> .

Table 3-16 (Cont.) Inter Branch Transaction Request - Field Description

Field	Description
<b>Inter Branch Request Reference</b>	The following conditions apply to this field: <ul style="list-style-type: none"> <li>If you click <b>New</b>, the request reference number for the inter branch transaction is displayed.</li> <li>If you click <b>Query</b>, select the inter branch request reference from the list of values. The list of values fetches only the reference numbers that are saved and not submitted.</li> </ul>
<b>Transaction Amount</b>	Select the transaction currency from the option list. Specify the amount that needs to be transferred.
<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>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>Request Type</b>	Select from the following request types: <ul style="list-style-type: none"> <li>Cash Delivery - when the branch is in short of cash.</li> <li>Cash Pickup - when the branch has excess cash.</li> </ul>
<b>Request Date</b>	Displays the current date as the request date.
<b>Cash Delivery/Pickup Date</b>	Specify the date of cash delivery/pickup. <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>By default, the current system date is displayed, and it can be modified.</p> </div>
<b>Request Status</b>	Select the status of the request. The drop-down list shows the following options: <ul style="list-style-type: none"> <li>Request - to create a new request.</li> <li>Accept - to accept a request received.</li> <li>Pending - system-defined status indicating that the request has been sent but not accepted.</li> <li>Initiated - system-defined status indicating that the request has been accepted and initiated.</li> <li>Liquidated - system-defined status indicating that the request has been processed and liquidated.</li> </ul>
<b>Narrative</b>	Specify the remarks, if any.

- Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
- Click **Submit**.  
The request is sent to the receiving/remitting branch for further processing.

 **Note:**

The destination branch can access the same screen to accept or reject the request.

### 3.13.2 Inter Branch Transaction Input

The **Inter Branch Transaction Input** screen is used for a branch to act as a remitting branch to book an input transaction for cash delivery.

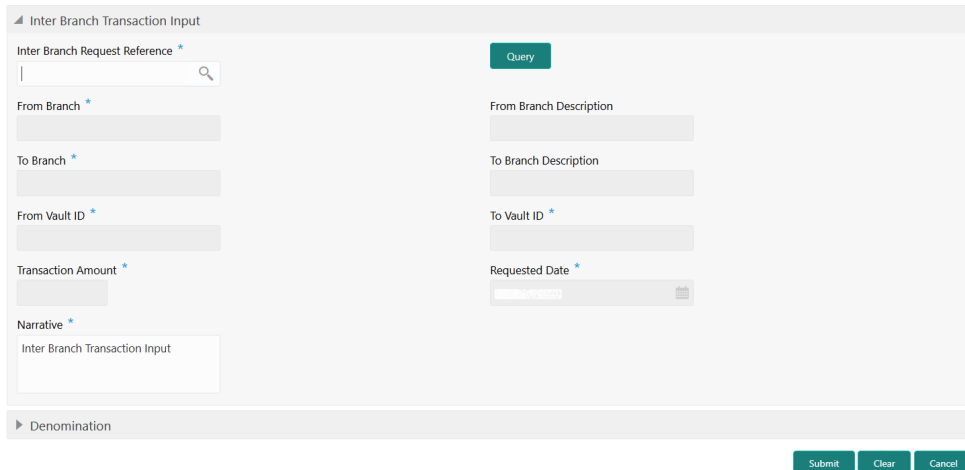
It is also used for the branch to act as a receiving branch to generate the advice and send it to the requesting branch. This option is allowed only after the destination branch has accepted the inter-branch transaction request.

To book an inter-branch transaction input:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Inter Branch Txn Input** or specify **Inter Branch Txn Input** in the search icon bar and select the screen.

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

**Figure 3-17 Inter Branch Transaction Input**



Inter Branch Transaction Input

Inter Branch Request Reference \*

From Branch \*

To Branch \*

From Vault ID \*

Transaction Amount \*

Narrative \*

Inter Branch Transaction Input

Denomination

Query

From Branch Description

To Branch Description

To Vault ID \*

Requested Date \*

Submit Clear Cancel

2. On the **Inter Branch Transaction Input** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

Table 3-17 Inter Branch Transaction Input - Field Description

Field	Description
<b>Inter Branch Request Reference</b>	Select the request reference from the list of values.
<b>Query</b>	Click <b>Query</b> to fetch and populate the request details.
<b>From Branch</b>	Displays the branch code of <b>From Branch</b> . The following values are applied based on the request type in the <b>Inter Branch Transaction Request</b> screen: <ul style="list-style-type: none"> <li>For <b>Cash Delivery</b>, the <b>To Branch</b> in the <b>Inter Branch Transaction Request</b> screen is populated in this field.</li> <li>For <b>Cash Pickup</b>, the <b>Requesting Branch</b> in the <b>Inter Branch 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>	Displays the branch code of <b>To Branch</b> . The following values are applied based on the request type in the <b>Inter Branch Transaction Request</b> screen: <ul style="list-style-type: none"> <li>For <b>Cash Delivery</b>, the <b>Requesting Branch</b> in the <b>Inter Branch Transaction Request</b> screen is populated in this field.</li> <li>For <b>Cash Pickup</b>, the <b>To Branch</b> in <b>Inter Branch 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.
<b>Requested Date</b>	Displays the date on which the transaction is requested.
<b>Narrative</b>	Specify the remarks, if any.

- Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
- Click **Submit**.

The request is sent to the requesting branch for further processing.

 **Note:**

The request status in the **Inter Branch Transaction Request** screen will be internally updated to *Initiated* for the related request reference number. In addition, the system will post the accounting entries (for example, Dr Sending Branch Inter Branch Transit GL & Cr Sending Branch Vault GL) for the Inter Branch Input transaction as per the settlement definition maintained for the function code, and advice will be generated on transaction completion.

### 3.13.3 Inter Branch Transaction Liquidation

The receiving branch can use the **Inter Branch Transaction Liquidation** screen to receive the cash, verify the advice with denomination units, and liquidate the request.

This screen can be accessed by:

- The requesting branch for cash delivery
- The receiving branch for cash pickup

To perform the inter-branch transaction liquidation:

1. On the Homepage, from **Teller** mega menu, under **Till-Vault Operations**, click **Inter Branch Txn Liq** or specify **Inter Branch Txn Liq** in the search icon bar and select the screen.

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

**Figure 3-18 Inter Branch Transaction Liquidation**

2. On the **Inter Branch Transaction Liquidation** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 3-18 Inter Branch Transaction Liquidation - Field Description**

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



Table 3-18 (Cont.) Inter Branch Transaction Liquidation - Field Description

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.

- Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
- Click **Submit**.

The system updates the request reference as **Liquidated** in the **Inter Branch Transaction Request** screen for the related request reference.

 **Note:**

The system will post the accounting entries (for example, Dr Receiving Branch Vault Transit GL & Cr Sending Branch Inter Branch Transit GL) for the Inter Branch Input transaction as per the settlement definition maintained for the function code.

As the liquidation transaction accounting involves two different branches, the corresponding IB position entries will be processed by FCUBS accordingly.

# 4

## Customer Transactions

The Teller can use Customer Transactions to perform financial transactions for customer accounts.

This topic contains the following subtopics:

- [Cash Deposit](#)  
The **Cash Deposit** 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.
- [Cash Withdrawal](#)  
The **Cash Withdrawal** screen is used to withdraw funds from the CASA account of the customer.
- [Cheque Withdrawal](#)  
The **Cheque Withdrawal** screen is used to withdraw cash from the CASA account of the customer against the in-house cheque.
- [FX Sale Against Account](#)  
The Foreign Exchange (**FX**) **Sale Against Account** screen is used to sell the foreign currency from the branch through the CASA account.
- [FX Sale Against Walk-in](#)  
The **FX Sale Against Walk-in** screen is used to sell a foreign currency to a walk-in customer in return for the equivalent amount received in the local currency.
- [FX Purchase Against Account](#)  
The **FX Purchase Against Account** screen is used to purchase foreign currency from the branch through the CASA account.
- [FX Purchase Against Walk-in](#)  
The **FX Purchase Against Walk-in** screen is used to buy a foreign currency from a walk-in customer in return for the equivalent amount in the local currency.
- [Close Out Withdrawal](#)  
The **Close Out Withdrawal** screen to initiate an account closure and close the CASA account by either dispersing the cash to the customer or by account transfer or by issuing Bankers Cheque.
- [Close Out Withdrawal by Multi-Mode](#)  
The **Close Out Withdrawal by Multi Mode** screen is used to close the CASA account by multi-mode payout options, which include cash, account transfer, and BC. This screen can be used only when the closeout withdrawal needs to be done in multiple payout modes.
- [Safe Deposit Rental By Cash](#)  
The Teller can use the **Safe Deposit Rental By Cash** screen to make payment by cash for the safe deposit locker of the customer.
- [Recurring Deposit Payment by Cash](#)  
The **Recurring Deposit Payment by Cash** screen is used to make payment for the Recurring Deposit (RD) account of the customer by cash.

- [F23C Tax Payment by Cash](#)  
The **F23C Tax Payment By Cash** screen is used to capture data related to the F23C tax document for a customer and collect the corresponding tax by cash from the customer.
- [F24C Tax Payment By Cash](#)  
The **F24C Payment Details** screen is used to capture data related to the F24C tax document for a customer and collect the corresponding tax by cash from the customer.
- [F23 Tax Payment by Account](#)  
The **F23 Tax Payment by Account** screen is used to capture data related to the F23 tax document for a customer and collect the corresponding tax by cash from the customer.
- [F24 Tax Payment By Account](#)  
The **F24 Tax Payment By Account** screen is used to capture data related to the F24 tax document for a customer and collect the corresponding tax by account from the customer.

## 4.1 Cash Deposit

The **Cash Deposit** 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 deposit cash:

1. On the Homepage, click **Teller**. On the Teller Mega Menu, under **Customer Transaction**, click **Cash Deposit** or specify the **Cash Deposit** in the search icon bar.

The **Cash Deposit** screen is displayed.

**Figure 4-1 Cash Deposit**

2. On the **Cash Deposit** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-1 Cash Deposit - Field Description**


Field	Description
<b>Account Number</b>	<p>Specify a valid account number for the customer. When you press the <b>Tab</b> key, the corresponding account information will be displayed in the <b>Customer Information</b> widget.</p> <p> <b>Note:</b></p> <p>In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account. The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.</p>

Table 4-1 (Cont.) Cash Deposit - Field Description






Field	Description
<b>Transaction Amount</b>	<p>Displays the local currency of the branch. You can also select other transaction currencies from the drop-down values.</p> <p>Specify the transaction amount that needs to be credited to the customer account.</p>
<b>Negotiated Exchange Rate</b>	<p>Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p> </div>
<b>Negotiated Reference Number</b>	<p>Specify the reference number for the negotiated cost rate.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency.</p> </div>
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration</code> at Function Code Indicator level is set as Y.</p> </div>
<b>Account Amount</b>	<p>Displays the transaction amount converted in terms of account amount based on the exchange rate.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Multi-Currency Configuration</code> at Function Code Indicator level is set as Y.</p> </div>

Table 4-1 (Cont.) Cash Deposit - Field Description

Field	Description
<b>Total Charge Amount</b>	<p>Displays the total charge amount, which is computed by the system in the local currency of the branch.</p> <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration</code> at <code>Function Code Indicator</code> level is set as <code>Y</code>.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>Cash Deposit</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

Once you submit the transaction, the system validates the following:

- Mandatory fields
- Allowed minimum/maximum 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, the system will prompt appropriate information, warning, or error message. For more information, refer to the following steps:

- If an information message is prompted, click **OK** to confirm and complete the transaction.
- If a warning message is prompted, the system will move the transaction for authorization. Once approved, the transaction is moved to Teller **Electronic Journal** for completion. Refer to authorization procedures to know more about authorization processing.
- If any validation error is prompted, you need to update the details to fix the error and re-submit the transaction.
- If any other error message is prompted, the transaction is discarded and does 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's cash position is updated.

The `Transaction Completed Successfully` information message is displayed.

- [Add Charge Details](#)  
The **Charge Details** segment is used to view the computed charge details based on the charge maintenance defined for the function code.

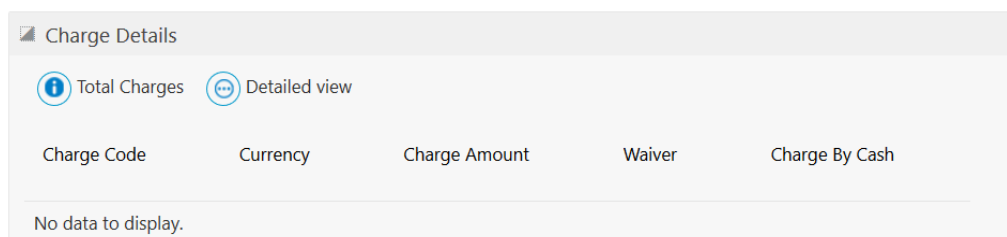
### 4.1.1 Add Charge Details

The **Charge Details** segment is used to view the computed charge details based on the charge maintenance defined for the function code.

Make sure that the main transaction details are added to the transaction screen.

This segment is applicable for all Financial Customer transactions. If no charge is maintained for the combination, then the transaction is saved without any charges.

**Figure 4-2 Charge Details**





You can view or waive the computed charges. For more information on fields, refer to the field description table.

**Table 4-2 Charge Details - Field Description**

Field	Description
<b>Total Charges</b>	Displays the total charges in transaction currency (TCY) and branch local currency (LCY).
<b>Detailed View</b>	Displays the following charge details of each charge code: <ul style="list-style-type: none"> <li>• Charge Code</li> <li>• Currency</li> <li>• Charge Amount</li> <li>• Waiver</li> <li>• Charge By Cash</li> <li>• Charge TCY</li> <li>• Charge LCY</li> <li>• Basis</li> <li>• Min Charge</li> <li>• Max Charge</li> <li>• Price Rule Id</li> <li>• Credit Account</li> <li>• Debit Account</li> </ul>
<b>Charge Code</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.

Table 4-2 (Cont.) Charge Details - Field Description

Field	Description
<b>Charge Amount</b>	<p>Displays the charge amount that needs to be deducted for the corresponding charge component.</p> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The charge amount can be modified only if the field is enabled in the <b>Function Code Preferences</b> screen. The modified charge amount will be validated against the minimum and maximum charge amount that can be configured at the <b>Charge Maintenance</b> screen. When an individual charge amount is modified, the system will recalculate all the dependent charges.</p> </div>
<b>Waiver</b>	<p>If necessary, check this box against the charge component to waive a certain charge for the customer.</p> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>When the <b>Waiver</b> is enabled, the value under <b>Charge Amount</b> will be waived and no charge accounting entries will be passed. The charge waiver can be enabled at individual charge level without impacting other linked charges. The minimum charge amount configured at the charge maintenance level, will not be validated when the charge is waived.</p> </div>
<b>Charge By Cash</b>	Indicates whether the charges are to be collected by cash.

## 4.2 Cash Withdrawal

The **Cash Withdrawal** screen is used to withdraw funds from the CASA account of the customer.

The withdrawal is subject to the availability of a sufficient balance or available credit limit. When the transaction is performed, it updates the available balance in the CASA account immediately.

To withdraw cash:



1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **Cash Withdrawal** or specify **Cash Withdrawal** in the search icon bar and select the screen.

The **Cash Withdrawal** screen is displayed.

**Figure 4-3 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.
- Negotiated Exchange Rate**: A text input field with up and down arrow buttons.
- Negotiated Reference Number**: A text input field.
- Account Amount**: A text input field.
- Total Charge Amount**: A text input field with a currency symbol.
- Narrative \***: A text input field containing the text 'Cash Withdrawal'.

Below the main form area, there are two expandable sections:

- Charge Details**: A section with a right-pointing triangle icon.
- Denomination**: A section with a right-pointing triangle icon.





At the bottom right of the screen, there are three buttons: **Submit**, **Clear**, and **Cancel**.

2. On the **Cash Withdrawal** screen, specify the fields. For more information on fields, refer to the field description table.



 **Note:**

The fields, which are marked with an asterisk, are mandatory.

Table 4-3 Cash Withdrawal - Field Description

Field	Description
<b>Account Number</b>	<p>Specify a valid customer account number.</p> <p> <b>Note:</b></p> <p>When you press the <b>Tab</b> key, the corresponding account information will be displayed in the <b>Customer Information</b> widget. The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.</p>
<b>Transaction Amount</b>	<p>Displays the local currency of the branch. You can also select another currency from the drop-down values. Specify the transaction amount that needs to be debited from the customer account.</p>
<b>Negotiated Exchange Rate</b>	<p>Specify the negotiated exchange rate if it is needed to perform the transaction using negotiated value.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>
<b>Negotiated Reference Number</b>	<p>Specify the reference number for the negotiated cost rate.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the transaction currency into account currency, and it can be modified.</p> <p> <b>Note:</b></p> <p>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 <b>Function Code Indicator</b> level is set as Y.</p>

**Table 4-3 (Cont.) Cash Withdrawal - Field Description**

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

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 [Step 5 in Cash Deposit](#).

## 4.3 Cheque Withdrawal

The **Cheque Withdrawal** screen is used to withdraw cash from the CASA account of the customer against the in-house cheque.

The withdrawal is subject to the availability of a sufficient balance or available credit limit. To verify the signature for the transactions, you can click **Verify** button in the **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 withdraw cash through the in-house cheque:

1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **Cheque Withdrawal** or specify **Cheque Withdrawal** in the search icon bar and select the screen. The **Cheque Withdrawal** screen is displayed.

**Figure 4-4 Cheque Withdrawal**

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

- Account Number \***: Text input field.
- Cheque Number \***: Text input field.
- Exchange Rate**: Input field with up/down arrows.
- Negotiated Reference Number**: Text input field.
- Reject Code**: Text input field with a search icon.
- Narrative \***: Text input field containing 'Cheque Withdrawal'.
- Transaction Amount \***: Input field with a currency dropdown set to 'USD'.
- Cheque Date \***: Date picker showing 'Mar 27, 2021'.
- Negotiated Exchange Rate**: Input field with up/down arrows.
- Account Amount**: Input field.
- Reject Code Description**: Input field.

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

2. On the **Cheque Withdrawal** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-4 Cheque Withdrawal - Field Description**








Field	Description
<b>Account Number</b>	<p>Specify a valid account number for the customer.</p> <p> <b>Note:</b></p> <p>When you press the <b>Tab</b> key, the corresponding account information will be displayed in the <b>Customer Information</b> widget. The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.</p>
<b>Transaction Amount</b>	<p>Displays the local currency of the branch. You can also select another currency from the drop-down list. Specify the transaction amount that needs to be debited from the customer account.</p>
<b>Cheque Number</b>	<p>Specify the cheque number of the customer account as provided by the Customer.</p> <p> <b>Note:</b></p> <p>The system validates the status of the cheque and prompts an error message if incase of a Used or Stopped or Invalid cheque.</p>
<b>Cheque Date</b>	<p>Select the date on which the cheque has been issued from the calendar option.</p>
<b>Negotiated Exchange Rate</b>	<p>Specify the negotiated exchange rate if it is needed to perform the transaction using negotiated value.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>

Table 4-4 (Cont.) Cheque Withdrawal - Field Description

Field	Description
<b>Negotiated Reference Number</b>	Specify the reference number for the negotiated cost rate.   <b>Note:</b>  This field is applicable only if the transaction involves cross currency.
<b>Reject Code</b>	Select the reject code from the list of values, which are maintained in the <b>Reject Code Maintenance</b> screen.   <b>Note:</b>  If the cheque withdrawal transaction needs to be rejected, you can reject it by specifying the appropriate reject code in this field. The transaction can be rejected for one of the following reasons: <ul style="list-style-type: none"> <li>• Insufficient funds</li> <li>• Signature mismatch</li> <li>• Stale cheque</li> </ul>
<b>Reject Code Description</b>	Displays the description of the specified reject code.
<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 at Function Code Indicator</b> level is set as Y.
<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 at Function Code Indicator</b> level is set as Y.
<b>Narrative</b>	Displays the default narrative as <b>Cheque Withdrawal</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 *Step 5* in [Cash Deposit](#).

## 4.4 FX Sale Against Account

The Foreign Exchange (**FX**) **Sale Against Account** screen is used to sell the foreign currency from the branch through the CASA account.

This transaction is performed by debiting the corresponding account currency from the CASA account.

To sell the foreign currency against CASA account:

1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **FX Sale - Account** or specify **FX Sale - Account** in the search icon bar and select the screen.

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

**Figure 4-5 FX Sale Against Account**

FX Sale Against Account

Account Number \*

Amount Sold \*

Allow Denom Variance

Beneficiary Name \*

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Identification Type

Identification Number

Exchange Rate

Negotiated Exchange Rate

Negotiated Reference Number

Amount Received

Total Charge Amount

Narrative \*

Fx Sale Against Account

Charge Details

Denomination

Submit Clear Cancel




2. On the **FX Sale Against Account** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**





The fields, which are marked with an asterisk, are mandatory.



**Table 4-5 FX Sale Against Account - Field Description**

Field	Description
<b>Account Number</b>	<p>Specify the CASA account to be debited for the foreign currency sale from the adjacent option list.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.</p> </div>
<b>Amount Sold</b>	<p>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.</p>
<b>Allow Denom Variance</b>	<p>Select if the denomination-wise variance needs to be applied for the transaction.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the parameter at the function code indicator is set as Y, this option will be selected by default and it can be modified. If the parameter at the function code indicator is set as N, then this option will be disabled.</p> </div>
<b>Beneficiary Name</b>	<p>Displays the name of the beneficiary customer based on the account number selected.</p>
<b>Address Line 1 to Address Line 4</b>	<p>Displays the address of the beneficiary.</p>
<b>Identification Type</b>	<p>Select the type of identification provided by the customer from the drop-down list.</p>
<b>Identification Number</b>	<p>Specify the identification number provided by the customer.</p>
<b>Negotiated Exchange Rate</b>	<p>Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p> </div>

**Table 4-5 (Cont.) FX Sale Against Account - Field Description**

Field	Description
<b>Negotiated Reference Number</b>	<p>Specify the reference number for the negotiated cost rate.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the transaction (sale) currency into account currency and it can be modified.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <i>Multi-Currency Configuration</i> at <i>Function Code Indicator</i> level is set as <i>Y</i>.</p>
<b>Amount Received</b>	<p>Displays the amount received and currency from the CASA account.</p> <p> <b>Note:</b></p> <p>The currency of the amount received defaults 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 <i>Multi-Currency Configuration</i> at <i>Function Code Indicator</i> level is set as <i>Y</i>.</p>
<b>Total Charges</b>	<p>Displays the total charge amount which is computed by the system in the local currency of the branch.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <i>Total Charges Configuration</i> at <i>Function Code Indicator</i> level is set as <i>Y</i>.</p>
<b>Narrative</b>	<p>Displays the default narrative as <b>FX Sale Against Account</b>, and it can be modified.</p>

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the FX Out Denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).

5. Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the foreign currency cash is withdrawn and the equivalent account amount is debited. For more information on transaction submission and validations, refer to *Step 5* in [Cash Deposit](#).

## 4.5 FX Sale Against Walk-in

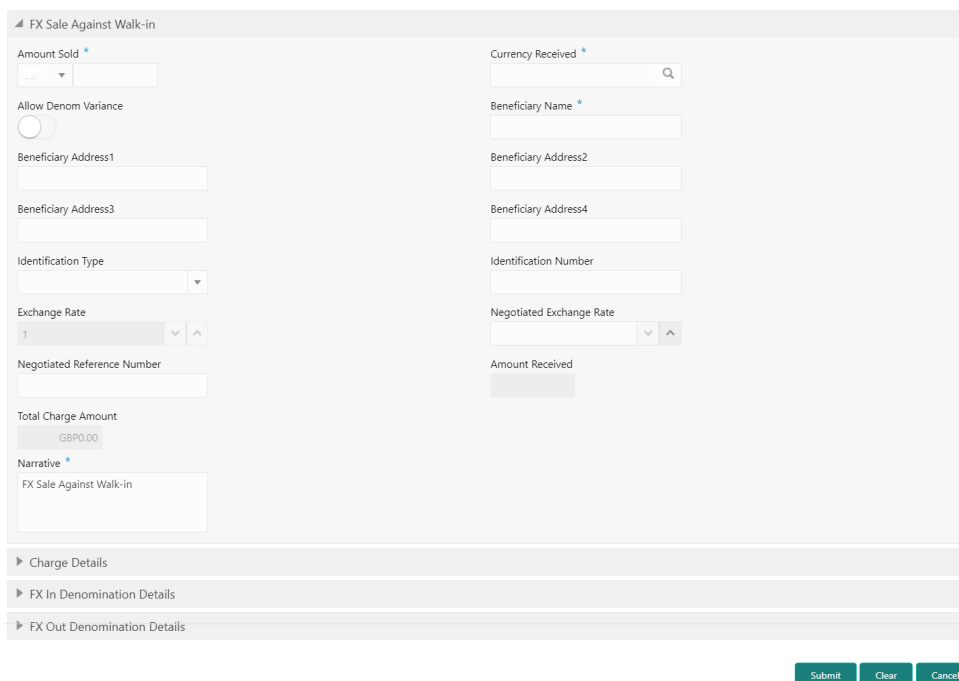
The **FX Sale Against Walk-in** screen is used to sell a foreign currency to a walk-in customer in return for the equivalent amount received in the local currency.

To sell a foreign currency to the walk-in customer:

1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **FX Sale - Walk-in** or specify **FX Sale - Walk-in** in the search icon bar and select the screen.

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

**Figure 4-6 FX Sale Against Walk-in**



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

- Amount Sold \***: Input field with a dropdown arrow.
- Allow Denom Variance**: Radio button.
- Beneficiary Address1**, **Beneficiary Address3**: Text input fields.
- Identification Type**: Dropdown menu.
- Exchange Rate**: Input field with up/down arrows.
- Negotiated Reference Number**: Text input field.
- Total Charge Amount**: Input field with 'GBP0.00' below it.
- Narrative \***: Text area containing 'FX Sale Against Walk-in'.
- Currency Received \***: Input field with a search icon.
- Beneficiary Name \***: Text input field.
- Beneficiary Address2**, **Beneficiary Address4**: Text input fields.
- Identification Number**: Text input field.
- Negotiated Exchange Rate**: Input field with up/down arrows.
- Amount Received**: Input field.




At the bottom, there are three buttons: **Submit**, **Clear**, and **Cancel**. Below the main form area are three expandable sections: **Charge Details**, **FX In Denomination Details**, and **FX Out Denomination Details**.

2. On the **FX Sale Against Walk-in** screen, specify the fields. For more information on fields, refer to the field description table.




 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-6 FX Sale Against Walk-in - Field Description**

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

**Table 4-6 (Cont.) FX Sale Against Walk-in - Field Description**

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></p> <p>This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y.</p>
<b>Amount Received</b>	<p>Displays the amount received and currency from the customer.</p> <p> <b>Note:</b></p> <p>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 Multi-Currency Configuration at Function Code Indicator level is set as Y.</p>
<b>Total Charges</b>	<p>Displays the total charge amount, which is computed by the system in the local currency of the branch.</p> <p> <b>Note:</b></p> <p>This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
<b>Narrative</b>	<p>Displays the default narrative as <b>FX Sale (Walk-in)</b>, and it can be modified.</p>

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the FX In Denomination details. For information on the fields in the **FX In Denomination Details** segment, refer to [Add Denomination Details](#).
5. Specify the FX Out Denomination details. For information on the fields in the **FX Out Denomination Details** segment, refer to [Add Denomination Details](#).
6. Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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 *Step 5* in [Cash Deposit](#).

## 4.6 FX Purchase Against Account

The **FX Purchase Against Account** screen is used to purchase foreign currency from the branch through the CASA account.

This transaction is performed by crediting the corresponding amount to the CASA account.

To purchase foreign currency against the CASA account:

1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **FX Purchase - Account** or specify **FX Purchase - Account** in the search icon bar and select the screen.

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

**Figure 4-7 FX Purchase Against Account**

Account Number \*

Amount Bought \*

Allow Denom Variance

Beneficiary Name \*

Beneficiary Address 1

Beneficiary Address 2

Beneficiary Address 3

Beneficiary Address 4

Identification Type

Identification Number

Exchange Rate

Negotiated Exchange Rate

Negotiated Reference Number

Amount Paid

Total Charges

Narrative \*

FX Purchase against Account

Submit Clear Cancel

Charge Details

Denomination

2. On the **FX Purchase Against Account** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-7 FX Purchase Against Account - Field Description**








Field	Description
<b>Account Number</b>	<p>Specify the CASA account number to be credited for the foreign currency purchase.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account. The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.</p> </div>
<b>Amount Bought</b>	Select the applicable currency from the drop-down list, and specify the amount that needs to be bought from the customer.
<b>Allow Denom Variance</b>	<p>Select if the denomination-wise variance needs to be applied for the transaction.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the parameter at the function code indicator is set as Y, this option will be selected by default, and it can be modified. If the parameter at function code indicator is set as N, then this option will be disabled.</p> </div>
<b>Beneficiary Name</b>	Displays the name of the beneficiary customer based on the account number provided.
<b>Beneficiary Address 1 to Beneficiary Address 4</b>	Displays the address of the beneficiary.
<b>Identification Type</b>	Select the type of identification provided by the customer from the drop-down list.
<b>Identification Number</b>	Specify the identification number provided by the customer.
<b>Negotiated Exchange Rate</b>	<p>Specify the negotiated exchange rate if it is needed to perform the transaction using negotiated value.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p> </div>



Table 4-7 (Cont.) FX Purchase Against Account - Field Description

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

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the FX In Denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).

5. Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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

In addition, the corresponding foreign currency cash is deposited for an equivalent amount of credit in the customer's account. For more information on transaction submission and validations, refer to Step 5 in [Cash Deposit](#).

## 4.7 FX Purchase Against Walk-in

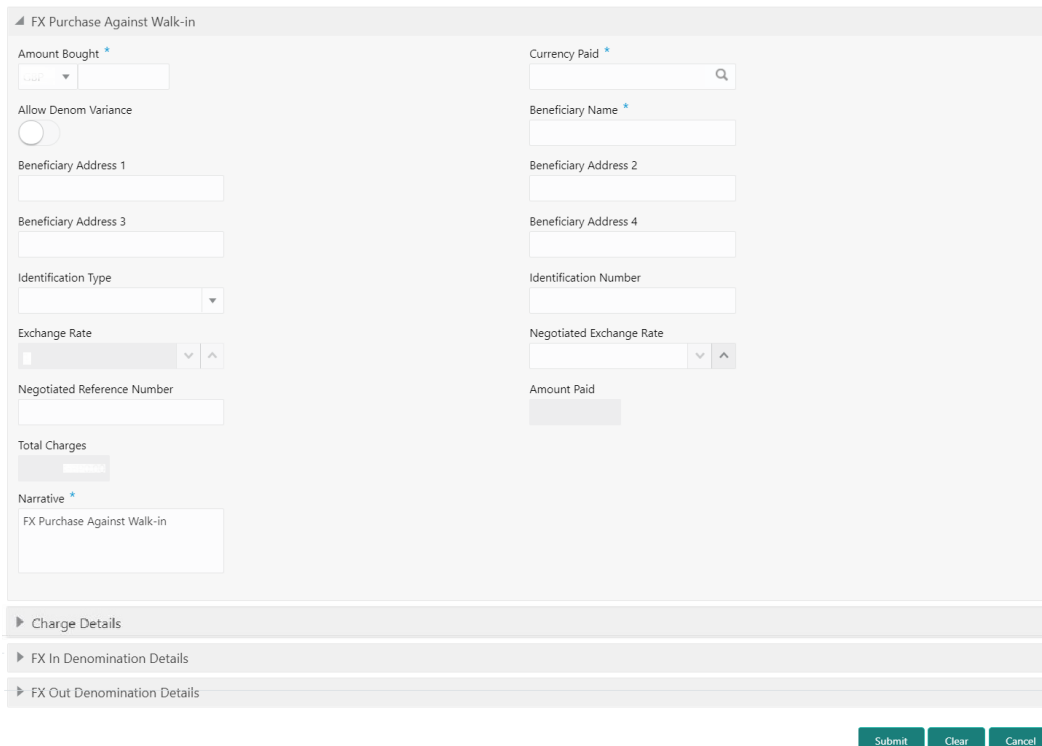
The **FX Purchase Against Walk-in** screen is used to buy a foreign currency from a walk-in customer in return for the equivalent amount in the local currency.

To buy a foreign currency from a walk-in customer:

1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **FX Purchase - Walk-in** or specify **FX Purchase - Walk-in** in the search icon bar and select the screen.

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

**Figure 4-8 FX Purchase Against Walk-in**



The screenshot displays the 'FX Purchase Against Walk-in' form. It is organized into two main columns of input fields. The left column includes: 'Amount Bought' (with a dropdown and input field), 'Allow Denom Variance' (radio button), 'Beneficiary Address 1', 'Beneficiary Address 3', 'Identification Type' (dropdown), 'Exchange Rate' (with up/down arrows), 'Negotiated Reference Number', 'Total Charges', and 'Narrative' (with a text area containing 'FX Purchase Against Walk-in'). The right column includes: 'Currency Paid' (with a search icon), 'Beneficiary Name', 'Beneficiary Address 2', 'Beneficiary Address 4', 'Identification Number', 'Negotiated Exchange Rate' (with up/down arrows), and 'Amount Paid'. At the bottom right, there are three buttons: 'Submit', 'Clear', and 'Cancel'. Below the main form area, there are three expandable sections: 'Charge Details', 'FX In Denomination Details', and 'FX Out Denomination Details'.

2. On the **FX Purchase Against Walk-in** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-8 FX Purchase Against Walk-in**



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

Table 4-8 (Cont.) FX Purchase Against Walk-in






Field	Description
<b>Negotiated Exchange Rate</b>	<p>Specify the negotiated exchange rate if it is needed to perform the transaction using negotiated value.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>
<b>Negotiated Reference Number</b>	<p>Specify the reference number for the negotiated cost rate.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the transaction currency into account currency, and it can be modified.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <i>Multi-Currency Configuration</i> at <i>Function Code Indicator</i> level is set as Y.</p>
<b>Amount Paid</b>	<p>Displays the amount paid and currency to the customer.</p> <p> <b>Note:</b></p> <p>The currency of the amount paid is defaulted from the 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 <i>Multi-Currency Configuration</i> at <i>Function Code Indicator</i> level is set as Y.</p>

Table 4-8 (Cont.) FX Purchase Against Walk-in

Field	Description
<b>Total Charges</b>	Displays the total charge amount, which is computed by the system in the local currency of the branch.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;">  <b>Note:</b> This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y. </div>
<b>Narrative</b>	Displays the default narrative as <b>FX Purchase (Walk-in)</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the FX In Denomination details. For information on the fields in the **FX In Denomination Details** segment, refer to [Add Denomination Details](#).
5. Specify the FX Out Denomination details. For information on the fields in the **FX Out Denomination Details** segment, refer to [Add Denomination Details](#).
6. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 [Step 5 in Cash Deposit](#).

## 4.8 Close Out Withdrawal

The **Close Out Withdrawal** screen to initiate an account closure and close the CASA account by either dispersing the cash to the customer or by account transfer or by issuing Bankers Cheque.

The balance amount displayed is only the available balance from FLEXCUBE Universal Banking and Oracle Banking Branch does not consider the closeout withdrawal charges configured in FLEXCUBE Universal Banking. In case charges are required to be displayed in Oracle Banking Branch, Oracle Banking Branch also supports charges which can be configured.

To close the CASA account by either dispersing the cash to the customer or by account transfer or by issuing Bankers Cheque:


1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **Close Out Withdrawal** or specify **Close Out Withdrawal** in the search icon bar and select the screen.

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

**Figure 4-9 Close Out Withdrawal - New**

2. On the **Close Out Withdrawal** screen, specify fields. For more information on fields, refer to the field description table.

**Table 4-9 Close Out Withdrawal - New**

Field	Description
<b>Customer Account</b>	Specify the account number for which the account closure to be requested.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b> The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.</p> </div>
<b>Account Name</b>	Displays the name of the specified account number.
<b>IC Liquidate</b>	Click this button to fetch the details of account amount.
<b>Account Amount</b>	Displays the account balance in account currency.
<b>Narrative</b>	Displays the default narrative <b>Close Out Withdrawal</b> and it can be modified.

3. Click **Submit**.

A teller sequence number is generated, and the **Transaction Completed Successfully** information message is displayed.

 **Note:**

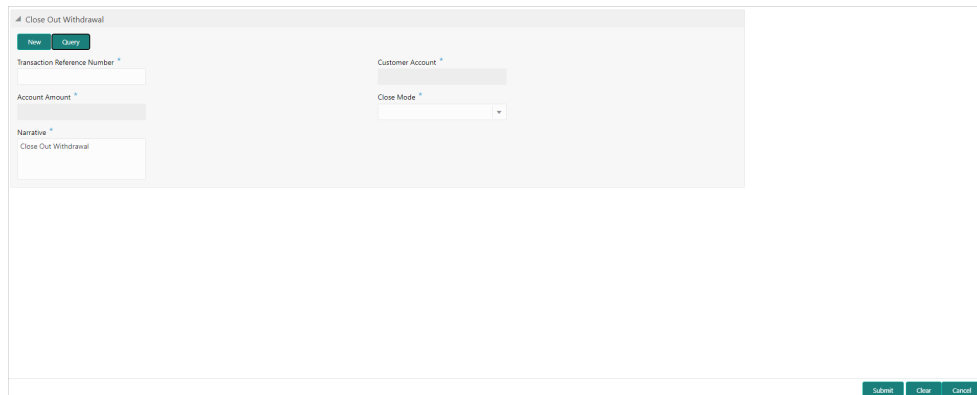
The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction submission, it will verify if IC liquidation is completed for the account. Once the IC liquidation is done, the transaction details are handed off to the CASA module in the FLEXCUBE Universal Banking for the account closure process. During account closure process, the closure amount will be parked in the intermediary suspense GL specified during transaction request handoff.

Maintain Close mode as CASH and linked product as ZRCD in Account Closing Maintenance (STDCLSMD) in FCUBS. This maintenance will ensure the funds are parked to the respective suspense GL during the account closure process at FCUBS.

4. Click **Query**.

The **Close Out Withdrawal - Query** screen is displayed.

**Figure 4-10 Close Out Withdrawal - Query Transaction**



The screenshot shows a web-based form titled "Close Out Withdrawal". At the top left, there are two buttons: "New" and "Query". Below these are several input fields: "Transaction Reference Number", "Account Amount", and "Narrative" (with "Close Out Withdrawal" entered). To the right, there are "Customer Account" and "Close Mode" (a dropdown menu). At the bottom right, there are three buttons: "Submit", "Clear", and "Cancel".

5. On the **Close Out Withdrawal** screen, specify fields. For more information on fields, refer to the field description table.

**Table 4-10 Close Out Withdrawal**

Field	Description
<b>Transaction Reference Number</b>	Specify the transaction reference number for which the closure is initiated.
<b>Customer Account</b>	Displays the customer account number.
<b>Account Amount</b>	Displays the account balance in account currency.

**Table 4-10 (Cont.) Close Out Withdrawal**

Field	Description
<b>Close Mode</b>	Select the close mode from the following drop-down values: <ul style="list-style-type: none"> <li>Account For more information, refer to <a href="#">Figure 4-11</a></li> <li>Cash For more information, refer to <a href="#">Figure 4-12</a></li> <li>Bankers Cheque For more information, refer to <a href="#">Figure 4-13</a></li> </ul>
<b>Narrative</b>	Displays the default narrative <b>Close Out Withdrawal</b> and it can be modified.

**Figure 4-11 Close Out Withdrawal by Account**


On the **Close Out Withdrawal by Cash** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 4-11 Close Out Withdrawal by Account Transfer - Field Description**

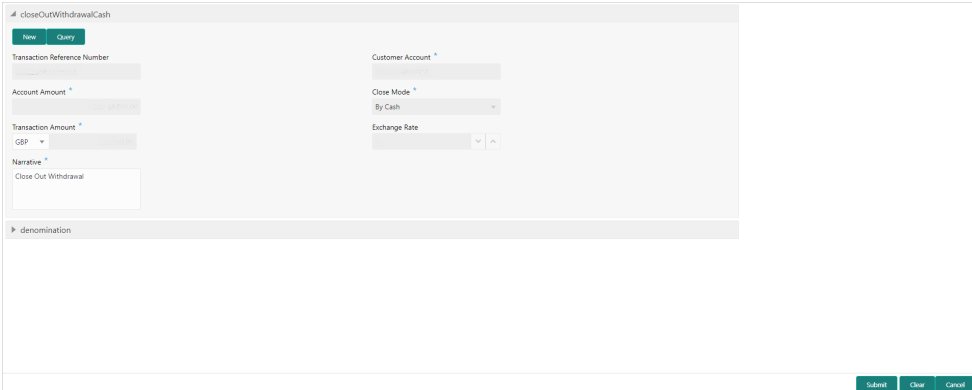
Field	Description
<b>Transaction Reference Number</b>	Displays the transaction reference number for which the closure is initiated.
<b>Close Account</b>	Displays the customer account number.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b> The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.</p> </div>
<b>Account Amount</b>	Displays the account balance in account currency.
<b>Close Mode</b>	Displays the close mode as <b>By Account</b> .



**Table 4-11 (Cont.) Close Out Withdrawal by Account Transfer - Field Description**

Field	Description
<b>Credit Account</b>	Specify the account number to which the funds need to be transferred during the account closure.
<b>Credit Account Branch</b>	Displays the branch code of the offset account.
<b>Credit Account Name</b>	Displays the name of the offset account.
<b>Credit Account Amount</b>	Displays the offset account amount along with account currency.
<b>Exchange Rate</b>	Displays the exchange rate based on the Account Currency and Offset Account Currency, and it can be modified.  <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>Close Out Withdrawal</b> , and it can be modified.

**Figure 4-12 Close Out Withdrawal by Cash**



The screenshot shows a web-based form titled 'closeOutWithdrawalCash'. It contains several input fields and dropdown menus:
 

- Transaction Reference Number:** A text input field.
- Account Amount:** A text input field.
- Transaction Amount:** A text input field with a dropdown menu set to 'GBP'.
- Narrative:** A text input field with the value 'Close Out Withdrawal'.
- Customer Account:** A text input field.
- Close Mode:** A dropdown menu set to 'By Cash'.
- Exchange Rate:** A dropdown menu with up and down arrows.




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

On the **Close Out Withdrawal by Cash** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 4-12 Close Out Withdrawal by Cash - Field Description**

Field	Description
<b>Transaction Reference Number</b>	Displays the transaction reference number for which the closure is initiated.

Table 4-12 (Cont.) Close Out Withdrawal by Cash - Field Description

Field	Description
<b>Customer Account</b>	<p>Displays the account number for which the account closure is to be requested.</p> <p> <b>Note:</b></p> <p>The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.</p>
<b>Account Amount</b>	Displays the account balance in account currency.
<b>Close Mode</b>	Displays the close mode as <b>By Cash</b> .
<b>Transaction Amount</b>	<p>Specify the currency in which the customer requested the cash. The system displays the derived transaction amount based on the exchange rate fetched using account currency and transaction currency. The transaction amount is the account amount deducted with total charges.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <i>Multi-Currency Configuration</i> at <i>Function Code Indicator</i> level is set as <i>Y</i>.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate based on the account currency and offset account currency.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <i>Multi-Currency Configuration</i> at <i>Function Code Indicator</i> level is set as <i>Y</i>.</p>
<b>Narrative</b>	Displays the default narrative as <b>Close Out Withdrawal</b> , and it can be modified.

Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).

**Figure 4-13 Close Out Withdrawal - Bankers Cheque**


The screenshot shows a web form titled 'closeOutWithdrawal'. It has two columns of input fields. The left column includes: Transaction Reference Number, Account Amount, Issue Branch, Instrument Number, Payee Name, Address Line 2, Address Line 4, and Narrative (with 'Close Out Withdrawal' selected). The right column includes: Account Number, Close Mode (set to 'By Bankers Cheque'), BC Amount, MICR Number, Address Line 1, Address Line 3, and Exchange Rate. At the bottom right, there are 'Submit', 'Clear', and 'Cancel' buttons.

On the **Close Out Withdrawal by Bankers Cheque** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 4-13 Close Out Withdrawal by Bankers Cheque - Field Description**

Field	Description
<b>Transaction Reference Number</b>	Displays the transaction reference number for which the closure is initiated.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b> The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.</p> </div>
<b>Account Number</b>	Displays the account number for which the account closure is to be requested.
<b>Account Amount</b>	Displays the account balance in account currency.
<b>Close Mode</b>	Displays the close mode as <b>By Bankers Cheque</b> .
<b>Issue Branch</b>	Displays the issuing branch of the banker's cheque.
<b>BC Amount</b>	Displays the account currency and account balance. You can also modify the account currency.
<b>Instrument Number</b>	Specify the instrument number.
<b>MICR Number</b>	Specify the MICR number.
<b>Payee Name</b>	Specify the payee name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.

**Table 4-13 (Cont.) Close Out Withdrawal by Bankers Cheque - Field Description**

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> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Multi-Currency Configuration</b> at <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>Close Out Withdrawal</b> , and it can be modified.

Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).

## 4.9 Close Out Withdrawal by Multi-Mode

The **Close Out Withdrawal by Multi Mode** screen is used to close the CASA account by multi-mode payout options, which include cash, account transfer, and BC. This screen can be used only when the closeout withdrawal needs to be done in multiple payout modes.

The balance amount displayed is only the available balance from FLEXCUBE Universal Banking and Oracle Banking Branch does not consider the closeout withdrawal charges configured in FLEXCUBE Universal Banking. In case charges are required to be displayed in Oracle Banking Branch, Oracle Banking Branch also supports charges which can be configured.

To close the CASA account by multi-mode payout options:

1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **Close Out Withdrawal by Multi Mode** or specify **Close Out Withdrawal by Multi Mode** in the search icon bar and select the screen.

The **Close Out Withdrawal by Multi Mode** screen is displayed.






**Figure 4-14 Close Out Withdrawal by Multi Mode**

2. On the **Close Out Withdrawal by Multi Mode** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 4-14 Close Out Withdrawal by Multi Mode - Field Description**

Field	Description
<b>Close Account</b>	Specify the account number, which needs to be closed.  <div style="border: 1px solid #0070c0; padding: 5px; background-color: #e6f2ff;"> <p> <b>Note:</b></p> <p>The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.</p> </div>
<b>Fetch Balance</b>	Click <b>Fetch Balance</b> to fetch and display the account amount.
<b>Account Amount</b>	Displays the account amount.
<b>Payout Type</b>	Select the payout type from the following drop-down values: <ul style="list-style-type: none"> <li>• <b>Account</b> – If this option is selected, the user needs to specify the <b>Offset Account</b>, to which the transfer is to be made. Based on the specified offset account number, the system will default the <b>Offset Branch</b> and <b>Offset Currency</b> fields.</li> <li>• <b>Cash</b> – If this option is selected, the user needs to disburse the cash in the account currency.</li> <li>• <b>Bankers Cheque</b> - If this option is selected, either the field <b>Instrument Number</b> is populated or the teller can input the value. On submission, the system will validate the instrument number if inputted or derive the instrument number in case of a null value. In addition, the user needs to capture the BC-related details in the <b>Bankers Cheque Details</b> data segment. This data segment is mandatory only if the <b>Payout Type</b> is selected as <b>Bankers Cheque</b>.</li> </ul>

**Table 4-14 (Cont.) Close Out Withdrawal by Multi Mode - Field Description**

Field	Description
<b>Percentage</b>	Specify the amount of redemption for the payout type selected.   <b>Note:</b> Based on the percentage input, the system will derive the amount to be paid out.
<b>Amount</b>	Specify the amount that needs to be withdrawn in the payout type selected.
<b>Instrument Number</b>	Specify the BC number.   <b>Note:</b> This field is applicable only if the <b>Payout Type</b> is selected as <i>Bankers Cheque</i> .
<b>Issuing Branch</b>	Displays the branch code of the specified account number.
<b>Offset Account</b>	Specify the account number to which the payout amount needs to be transferred.   <b>Note:</b> This field is applicable only if the <b>Payout Type</b> is selected as <i>Account</i> .
<b>Offset Branch</b>	Displays the branch of the specified offset account number.   <b>Note:</b> This field is applicable only if the <b>Payout Type</b> is selected as <i>Account</i> .
<b>Offset Currency</b>	Displays the currency of the specified offset account number.   <b>Note:</b> This field is applicable only if the <b>Payout Type</b> is selected as <i>Account</i> .
<b>Narrative</b>	Displays the default narrative as <b>Close Out Withdrawal by Multimode</b> , and it can be modified.

3. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
4. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the CASA module in the FLEXCUBE Universal Banking for the account closure process.

If the account balance is credited to an intermediary bridge GL, the transaction status will be changed from `Pending` to `Completed`.

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

## 4.10 Safe Deposit Rental By Cash

The Teller can use the **Safe Deposit Rental By Cash** screen to make payment by cash for the safe deposit locker of the customer.

To make payment for the safe deposit locker:

1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **Safe Deposit Rental By Cash** or specify **Safe Deposit Rental By Cash** in the search icon bar and select the screen.

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


**Figure 4-15 Safe Deposit Rental By Cash**

2. On the **Safe Deposit Rental By Cash** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**




The fields, which are marked with an asterisk, are mandatory.

**Table 4-15 Safe Deposit Rental By Cash - Field Description**

Field	Description
<b>Deposit Locker</b>	Specify the deposit locker number. When you press the <b>Tab</b> key, the customer details and deposit locker details will be displayed in the <b>Customer Information</b> widget.
<b>Rental Amount</b>	Select the rental amount currency and specify the amount.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>By default, the rental currency is displayed as locker currency. If the <i>Multi-Currency Configuration at Function Code</i> indicator level is set as <i>Y</i>, it can be modified, and if it is <i>N</i>, then the default value cannot be modified.</p> </div>



**Table 4-15 (Cont.) Safe Deposit Rental By Cash - Field Description**

Field	Description
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p> <b>Note:</b></p> <p>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 the <b>Function Code Indicator</b> level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charges in the branch local currency.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Total Charges Configuration</b> at <b>Function Code indicator</b> level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>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>.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Multi-Currency Configuration</b> at the <b>Function Code indicator</b> level is set as <b>Y</b>.</p>
<b>Narrative</b>	<p>Displays the narrative as <b>Safe Deposit Rental By Cash</b>, and it can be modified.</p>

3. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the **Transaction Completed Successfully** information message is displayed.

 **Note:**

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the system will hand off the details to the FLEXCUBE Universal Banking system to create a 'Payment' transaction in the SD module. After the handoff status is successful in the Oracle Banking Branch, the system will update the transaction status as **Completed** and update the Till cash position (by increasing the till balance).

## 4.11 Recurring Deposit Payment by Cash

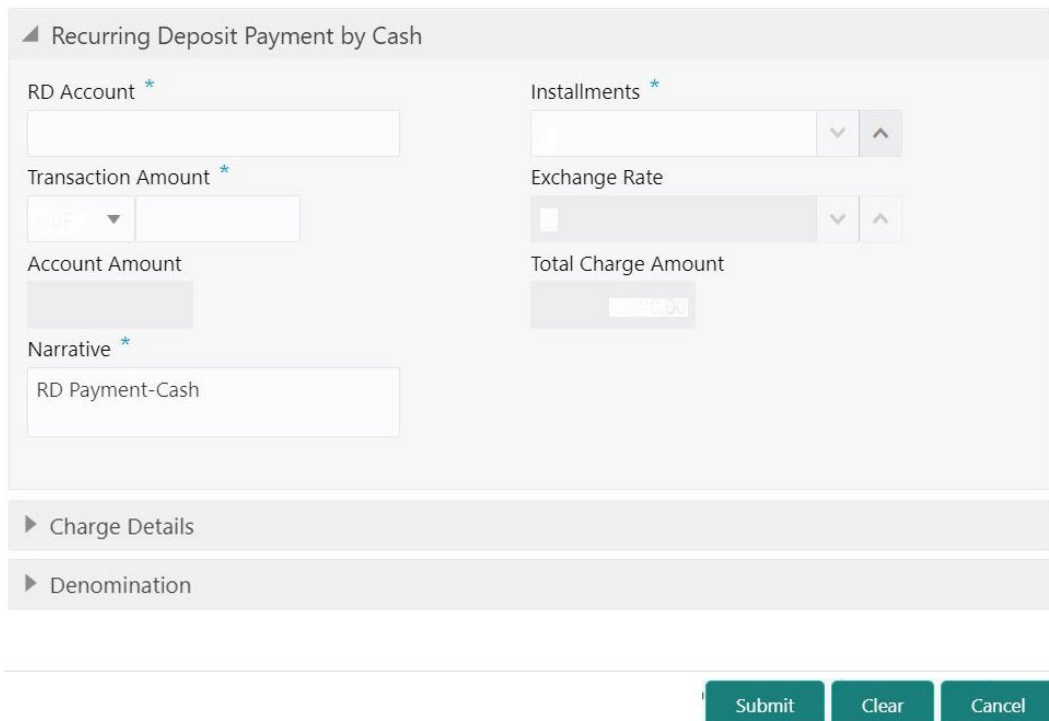
The **Recurring Deposit Payment by Cash** screen is used to make payment for the Recurring Deposit (RD) account of the customer by cash.

To make payment against the RD account:

1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **RD Payment – Cash** or specify **RD Payment – Cash** in the search icon bar and select the screen.

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

**Figure 4-16 Recurring Deposit Payment by Cash**



Recurring Deposit Payment by Cash

RD Account \*

Transaction Amount \*

Account Amount

Narrative \*

Installments \*

Exchange Rate

Total Charge Amount

▶ Charge Details




▶ Denomination

2. On the **Recurring Deposit Payment by Cash** screen, specify the fields. For more information on fields, refer to the field description table.



 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-16 Recurring Deposit Payment by Cash - Field Description**

Field	Description
<b>RD Account</b>	<p>Specify a valid RD account number. When you press the <b>Tab</b> key, the corresponding account information will be displayed in the <b>Customer Information</b> widget.</p> <p> <b>Note:</b></p> <p>The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.</p>
<b>Installments</b>	<p>Specify the number of installments.</p>
<b>Transaction Amount</b>	<p>Displays the local currency of the branch. Specify the payment amount.</p> <p> <b>Note:</b></p> <p>The user can select another currency from the drop-down values.</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></p> <p>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 at Function Code Indicator</b> level is set as <b>Y</b>.</p>

**Table 4-16 (Cont.) Recurring Deposit Payment by Cash - Field Description**

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

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the *Transaction Completed Successfully* information message is displayed.

 **Note:**

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 *Step 5* in [Cash Deposit](#).

## 4.12 F23C Tax Payment by Cash

The **F23C Tax Payment By Cash** screen is used to capture data related to the F23C tax document for a customer and collect the corresponding tax by cash from the customer.

To perform F23C tax payment by cash:

1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **F23C Tax Payment - Cash** or specify **F23C Tax Payment - Cash** in the search icon bar and select the screen.

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

**Figure 4-17 F23C Tax Payment By Cash**

The screenshot shows the 'F23C Tax Payment By Cash' form. It includes the following fields and sections:

- Reference Number Type \***: A dropdown menu.
- Reference Number Available**: A section header.
- 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 header.
- Total Tax Amount \***: A text input field.
- Total Charge**: A text input field.
- Narrative \***: A text input field with the value 'F23 Tax by Cash'.
- Exchange Rate**: A dropdown menu with up/down arrows.
- Payment Amount \***: A text input field.
- Payment Data Details**: An expandable section.
- Charge Details**: An expandable section.
- Denomination**: An expandable section.
- Buttons**: Submit, Clear, and Cancel.

2. On the **F23C Tax Payment By Cash** screen, specify the fields. For more information on fields, refer to the field description table.


**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-17 F23C Tax Payment By Cash Screen - Field Description**

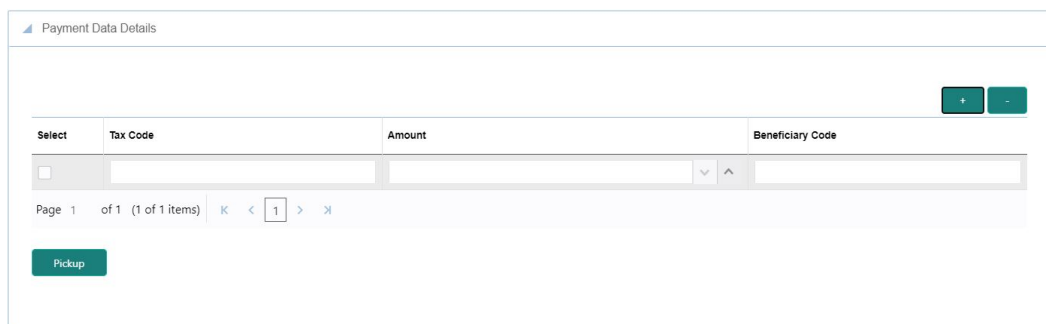
Field	Description
<b>Reference Number Type</b>	Select the reference number types from the drop-down list. The drop-down list shows the following values: <ul style="list-style-type: none"> <li>• <b>Reference Number Available</b></li> <li>• <b>Reference Number Not Available</b></li> </ul>
<b>Reference Number</b>	Specify the reference number of the payment provided by the Public Authority.
<b>Office or Institute Code</b>	Specify the office or institute code that receives the payment.
<b>Office or Institute Sub code</b>	Specify the office or institute subcode 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 the local currency of the branch.

**Table 4-17 (Cont.) F23C Tax Payment By Cash Screen - Field Description**

Field	Description
<b>Exchange Rate</b>	Displays the exchange rate based on the <b>Account Currency</b> and <b>Offset Account Currency</b> .
<b>Payment Amount</b>	Displays the amount paid by the customer.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b> The currency of the amount paid defaults from the received currency.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>F23 Tax by Cash</b> , and it can be modified.

- Click on the **Payment Data Details** data segment.  
The **Payment Data Details** data segment is displayed.

**Figure 4-18 Payment Data Details**



- On the **Payment Data Details** data segment, specify the fields. For more information on fields, refer to the field description table.

**Table 4-18 Payment Data Details - Field Description**

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.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
- After you specify the **Reference Number**, click **Pickup**.

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:

**Table 4-19 Accounting Entries Posted for 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

**Table 4-20 Accounting Entries Posted for 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

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 characters 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 the case of individual customers, where the **Principal Fiscal Code** and **Secondary Fiscal Code** field has a value of 11 characters, the system validates the last character in the value as per the checksum algorithm for a 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.
8. Once Pickup is completed, click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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.

## 4.13 F24C Tax Payment By Cash

The **F24C Payment Details** screen is used to capture data related to the F24C tax document for a customer and collect the corresponding tax by cash from the customer.

To perform F24C tax payment by cash:

1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **F24C Tax Payment - Cash** or specify **F24C Tax Payment - Cash** in the search icon bar and select the screen.

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

**Figure 4-19 F24C Payment Details**

2. On the **F24C Payment Details** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 4-21 F24C Payment Details - Field Description**

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

3. Specify the details in the **F24 Tax – By Cash** segment. For information on the fields based on the value selected for the **Form Type**, refer to the table.

**Table 4-22 F24 Tax by Cash - Form Types and their References**

Form Type	Reference Topic
<b>Standard</b>	<a href="#">Add Standard Details</a>
<b>Simplified</b>	<a href="#">Add Simplified Details</a>
<b>Elements Identification</b>	<a href="#">Add Element Identification Details</a>



**Table 4-22 (Cont.) F24 Tax by Cash - Form Types and their References**

Form Type	Reference Topic
Predefined	<a href="#">Add Predefined Details</a>

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.

4. After entering all the form details, click **Refresh** in the **F24 Payment Details**.

The system 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.

**Table 4-23 Accounting Entries Posted for 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.

**Table 4-24 Accounting Entries Posted for 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

The system validates only the data format of the fields specified. If any 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**:

Table 4-25 Maintenance for Form Type

Form Type	Maintenance
<b>Standard</b>	In the <b>F24 Standard</b> tab, the system allows you to maintain only the following number of records: <ul style="list-style-type: none"> <li>• up to a maximum of 6 rows in the <b>Tax</b> multi-record block.</li> <li>• up to a maximum of 4 rows in the <b>INPS</b> multi-record block.</li> <li>• up to a maximum of 4 rows in the <b>Region</b> multi-record block.</li> <li>• up to a maximum of 4 rows in the <b>IMU and Other Local Taxes</b> multi-record block.</li> <li>• up to a maximum of 4 rows in the <b>Insurance</b> multi-record block.</li> <li>• up to a maximum of 3 rows in the <b>Other Bodies</b> multi-record block.</li> <li>• up to a maximum of 7 rows in the <b>Excise</b> multi-record block.</li> </ul>
<b>Simplified</b>	In the <b>F24 Simplified</b> tab, up to a maximum of 10 rows in the <b>Tax Details</b> multi-record block.
<b>Elements Identification</b>	In the <b>F24 Elements Identification</b> tab, up to a maximum of 28 rows in the <b>Tax Details</b> multi-record block.
<b>Predefined</b>	In the <b>F24 Predefined</b> tab, up to a maximum of 1 row in the <b>Tax Details</b> 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 characters 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 the case of individual customers, where the **Principal Fiscal Code** and **Secondary Fiscal Code** field has a value of 11 characters, the system validates the last character in the value as per the checksum algorithm for a VAT number. If the validation fails, then the system displays an appropriate error message.

5. Once Pickup is completed, click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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.

- [Add Standard Details](#)  
You can add the F24 standard details in the **F24 Tax – By Cash** data segment.
- [Add Simplified Details](#)  
You can add the F24 simplified details in the **F24 Tax – By Cash** data segment.
- [Add Element Identification Details](#)  
You can add the details of the element identification in the **F24 Tax – By Cash** data segment.
- [Add Predefined Details](#)  
You can add the F24 predefined details in the **F24 Tax – By Cash** data segment.

## 4.13.1 Add Standard Details

You can add the F24 standard details in the **F24 Tax – By Cash** data segment. Make sure that the transaction details are added to the transaction screen.

**Figure 4-20 F24 Tax By Cash - F24 Standard**

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", "Secondary Fiscal Code", "Total Final Payment", "Principal Fiscal Code" (with an asterisk), "Identity code secondary fiscal code", and "Different Tax Year". A "Final Payment Fields" section follows, with sub-sections for "Tax Institution", "Region Institution", "Insurance Institution", and "Excise Duties". Each sub-section contains three input fields: "INPS Institution", "Local Institution", and "Other Institution".

To add the F24 standard details:

1. On the **F24 Tax – By Cash** data segment, specify the fields. For more information on fields, refer to the field description table.

**Table 4-26 F24 Standard - Field Description**

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

Table 4-26 (Cont.) F24 Standard - Field Description

Field	Description
<b>Final Payment Fields</b>	The system displays the total tax amount of each segment: <ul style="list-style-type: none"> <li>• Tax Institution</li> <li>• INPS Institution</li> <li>• Region Institution</li> <li>• Local Institution</li> <li>• Insurance Institution</li> <li>• Other Institution</li> <li>• Excise</li> </ul>

2. Specify the tax details. For information on the fields in the **Tax Details**, refer to [Add Tax Details](#).
  3. Specify the INPS details. For information on the fields in the **INPS**, refer to [Add INPS Details](#).
  4. Specify the region details. For information on the fields in the **Region**, refer to [Add Region Details](#).
  5. Specify the details of the IMU and other local taxes. For information on the fields in the **IMU and Other Local Taxes**, refer to [Add IMU and Other Local Taxes](#).
  6. Specify the insurance details. For information on the fields in the **Insurance Details**, refer to [Add Insurance Details](#).
  7. Specify the details of the other bodies. For information on the fields in the **Other Bodies**, refer to [Add Other Bodies](#).
  8. Specify the excise details. For information on the fields in the **Excise**, refer to [Add Excise Details](#).
- [Add Tax Details](#)  
You can add the details of the tax in the **Tax Details** segment.
  - [Add INPS Details](#)  
You can add the details of the INPS in the **INPS Details** segment.
  - [Add Region Details](#)  
You can add the details of the region in the **Region** segment.
  - [Add IMU and Other Local Taxes](#)  
You can add the details of IMU and other local taxes in the **IMU and Other Local Taxes** segment.
  - [Add Insurance Details](#)  
You can add the details of the insurance in the **Insurance Details** segment.
  - [Add Other Bodies](#)  
You can add the details of the other bodies in the **Other Bodies** segment.
  - [Add Excise Details](#)  
You can add the details of the excise in the **Excise** segment.

### 4.13.1.1 Add Tax Details

You can add the details of the tax in the **Tax Details** segment.

Make sure that the transaction details are added, and the **Form Type** is selected as **Standard**.

**Figure 4-21 Tax Details**

To add the tax details:

On the **Tax Details** segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-27 Tax Details - Field Description**

Field	Description
<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.
<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.

### 4.13.1.2 Add INPS Details

You can add the details of the INPS in the **INPS Details** segment.

Make sure that the transaction details are added, and the **Form Type** is selected as **Standard**.

**Figure 4-22 INPS Details**

To add the INPS details:

On the **INPS Details** segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-28 INPS Details - Field Description**

Field	Description
<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.

### 4.13.1.3 Add Region Details

You can add the details of the region in the **Region** segment.

Make sure that the transaction details are added, and the **Form Type** is selected as **Standard**.

**Figure 4-23 Region**

To add the region details:

On the **Region** segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-29 Region - Field Description**

Field	Description
<b>Region Code</b>	Specify the region code.
<b>Tax Code</b>	Specify the tax code.
<b>Installment</b>	Specify the installment amount.
<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>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.

#### 4.13.1.4 Add IMU and Other Local Taxes

You can add the details of IMU and other local taxes in the **IMU and Other Local Taxes** segment.

Make sure that the transaction details are added, and the **Form Type** is selected as **Standard**.

**Figure 4-24 IMU and Other Local Taxes**

To add the details of IMU and other local taxes:

On the **IMU and Other Local Taxes** segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-30 IMU and Other Local Taxes - Field Description**

Field	Description
<b>Institution Code/Town Code</b>	Specify the institution/town code.
<b>Late Payment</b>	Specify if the payment is late.
<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>Installment</b>	Specify the installment 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.

### 4.13.1.5 Add Insurance Details

You can add the details of the insurance in the **Insurance Details** segment.

Make sure that the transaction details are added, and the **Form Type** is selected as **Standard**.



**Figure 4-25 Insurance Details**

To add the insurance details:

On the **Insurance Details** segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-31 Insurance Details - Field Description**

Field	Description
<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.
<b>Total Credit Amount (L)</b>	Displays the total compensation amount.
<b>Final Section Amount (I-L)</b>	Displays the final section amount.

### 4.13.1.6 Add Other Bodies

You can add the details of the other bodies in the **Other Bodies** segment.

Make sure that the transaction details are added, and the **Form Type** is selected as **Standard**.

**Figure 4-26 Other Bodies**

To add the details of the other bodies:

On the **Other Bodies** segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-32 Other Bodies - Field Description**

Field	Description
<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.
<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.

### 4.13.1.7 Add Excise Details

You can add the details of the excise in the **Excise** segment.

Make sure that the transaction details are added, and the **Form Type** is selected as **Standard**.

**Figure 4-27 Excise Details**

To add the details of the excise:

On the **Tax Details** segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-33 Excise - Field Description**

Field	Description
<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>Installment</b>	Specify the installment 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.

### 4.13.2 Add Simplified Details

You can add the F24 simplified details in the **F24 Tax – By Cash** data segment.


Make sure that the transaction details are added to the transaction screen.

**Figure 4-28 F24 Tax By Cash - F24 Simplified**

The screenshot shows the 'F24 Tax - By Cash' form. At the top, 'Form Type' is set to 'Simplified'. Under 'F24 Simplified', there are fields for 'Elaboration Date', 'Secondary Fiscal Code', 'Principal Fiscal Code \*', and 'Identity code secondary fiscal code'. A 'Tax Details' table is present with columns: Section, Tax Code, Institution Code, Late Payment, Bounding Var, Down Payment, Final Payment, Building Nr, Installment, Year, Deduction, Debit Amount, and Credit Amount. The table is currently empty, showing 'No data to display.' Below the table are fields for 'Office Code', 'Document Code', 'Total Credit Amount (H)', 'Building Reference Number', 'Total Debit Amount (G)', and 'Final Section Amount (G-H)'. A 'C' button is at the bottom right. A note at the bottom says 'Please click on the Refresh button next to Tax amount before Submit'.

To add the F24 simplified details:

On the **F24 Tax – By Cash** data segment, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 4-34 F24 Simplified - Field Description**



Field	Description
<b>Form Type</b>	Select the <b>Simplified</b> tax category from the drop-down list.
<b>F24 Simplified</b>	Specify the fields.
<b>Elaboration Date</b>	Displays the elaboration date.
<b>Principal Fiscal Code</b>	Specify the debtor fiscal code.  <div data-bbox="906 1577 1458 1808" data-label="Complex-Block"> <p> <b>Note:</b> For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.</p> </div>

Table 4-34 (Cont.) F24 Simplified - Field Description

Field	Description
<b>Secondary Fiscal Code</b>	Specify the secondary fiscal code.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-left: 150px;"> <p> <b>Note:</b></p> <p>For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.</p> </div>
<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 late.
<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>Installment</b>	Specify the installment amount.
<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.

### 4.13.3 Add Element Identification Details

You can add the details of the element identification in the **F24 Tax – By Cash** data segment.

Make sure that the transaction details are added to the transaction screen.

**Figure 4-29 F24 Tax By Cash - Elements Identification**

To add the details of the element identification:

On the **F24 Tax – By Cash** data segment, specify the fields. For more information on fields, refer to the field description table.


**Table 4-35 F24 Tax By Cash with Elements Identification - Field Description**

Field	Description
<b>Form Type</b>	Select the <b>Elements Identification</b> tax category from the 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.

**Note:**

For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.

**Table 4-35 (Cont.) F24 Tax By Cash with Elements Identification - Field Description**

Field	Description
<b>Secondary Fiscal Code</b>	Specify the secondary fiscal code.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-left: 150px;"> <p> <b>Note:</b></p> <p>For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.</p> </div>
<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.

#### 4.13.4 Add Predefined Details

You can add the F24 predefined details in the **F24 Tax – By Cash** data segment.


Make sure that the transaction details are added to the transaction screen.

**Figure 4-30 F24 Tax By Cash - F24 Predefined**

The screenshot shows the 'F24 Tax - By Cash' form. At the top, there is a 'Form Type' dropdown menu set to 'Predefined'. Below this, the 'F24 Predefined' section contains several fields: 'Elaboration Date' (with a calendar icon), 'Secondary Fiscal Code', 'Total Final Payment', 'Principal Fiscal Code \*' (with an asterisk indicating it is mandatory), and 'Identity code secondary fiscal code'. The 'Final Payment Fields' section includes a 'Tax Institution' field. The 'Tax Details' section has two buttons, '+' and '-'. Below these is a table with columns for 'Payment ID' and 'Amount to Pay', which is currently empty with the message 'No data to display.' and a pagination control showing 'Page 1 (0 of 0 items)'. At the bottom, there are fields for 'Total Debit Amount' and 'Final Section Amount' (with a 'C' icon). A note at the very bottom states: 'Please click on the Refresh button next to Tax amount before Submit'.

To add the F24 predefined details:

On the **F24 Tax – By Cash** data segment, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 4-36 F24 Predefined - Field Description**

Field	Description
<b>Form Type</b>	Select the <b>Predefined</b> tax category from the 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.



 **Note:**  
For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.



Table 4-36 (Cont.) F24 Predefined - Field Description

Field	Description
<b>Secondary Fiscal Code</b>	Specify the secondary fiscal code.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-left: 150px;"> <p> <b>Note:</b></p> <p>For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.</p> </div>
<b>Identity Code Secondary Fiscal Code</b>	Specify the identity code secondary fiscal code.
<b>Tax Institution</b>	Displays the tax 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.

## 4.14 F23 Tax Payment by Account

The **F23 Tax Payment by Account** screen is used to capture data related to the F23 tax document for a customer and collect the corresponding tax by cash from the customer.

To perform F23 tax payment by account:

1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **F23 Tax Payment by Account** or specify **F23 Tax Payment by Account** in the search icon bar and select the screen.

The **F23 Tax Payment by Account** screen is displayed.

**Figure 4-31 F23 Tax Payment by Account**

The screenshot shows the 'F23 Tax Payment By Account' form. It features several input fields and sections:

- Reference Number Type** (marked with an asterisk): A dropdown menu currently showing 'Reference Number Available'.
- Reference Number Available**: A section containing:
  - Reference Number**: An input field.
  - Office or Institute Sub Code**: An input field.
- Office or Institute Code**: An input field.
- Litigation**: An input field.
- Additional Details**: A section containing:
  - Total Tax Amount** (marked with an asterisk): A numeric input field.
  - Total Charge**: A numeric input field.
  - Narrative** (marked with an asterisk): A text area containing 'F23 Tax by Account'.
- Exchange Rate**: A dropdown menu with up/down arrows.
- Payment Amount** (marked with an asterisk): A numeric input field.

Below the main form are three expandable sections: 'Account Details', 'Payment Data Details', and 'Charge Details'. At the bottom right, there are three buttons: 'Submit', 'Clear', and 'Cancel'.

- On the **F23 Tax Payment by Account** screen, specify the fields. For more information on fields, refer to the field description table.


**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-37 F23 Tax Payment By Account - Field Description**

Field	Description
<b>Reference Number Type</b>	Select the reference number types from the drop-down list. The drop-down list shows the following values: <ul style="list-style-type: none"> <li><b>Reference Number Available</b></li> <li><b>Reference Number Not Available</b></li> </ul>
<b>Reference Number</b>	Specify the reference number of the payment provided by the public authority.
<b>Office or Institute Code</b>	Specify the office or institute code that receives the payment.
<b>Office or Institute Sub code</b>	Specify the office or institute subcode 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 the local currency of the branch.
<b>Exchange Rate</b>	Displays the exchange rate based on the <b>Account Currency</b> and <b>Offset Account Currency</b> .

**Table 4-37 (Cont.) F23 Tax Payment By Account - Field Description**

Field	Description
<b>Payment Amount</b>	<p>Displays the amount paid by the customer.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The currency of the amount paid defaults from the received currency.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>F23 Tax by Account</b> , and it can be modified.


- Click on the **Account Details** data segment.  
The **Account Details** data segment is displayed.

**Figure 4-32 Account Details**

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


- Account Number \* (mandatory)
- Branch
- Account Description
- Account Amount
- Net Amount

- On the **Account Details** data segment, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-38 Account Details - Field Description**

Field	Description
<b>Account Number</b>	<p>Specify the customer account number from which the tax is being paid.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.</p> </div>

**Table 4-38 (Cont.) Account Details - Field Description**

Field	Description
<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 total amount levied to the customer.

- Click on the **Payment Data Details** data segment.  
The **Payment Data Details** data segment is displayed.

**Figure 4-33 Payment Data Details**

- On the **Payment Data Details** data segment, specify the fields. For more information on fields, refer to the field description table.

**Table 4-39 Payment Data Details - Field Description**

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.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- After you specify the **Reference Number**, corresponding fields are displayed for the 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 saving and authorization of the record:

**Table 4-40 Accounting Entries Posted for 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

**Table 4-41 Accounting Entries Posted for 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

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 characters 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 the case of individual customers, where the **Principal Fiscal Code** and **Secondary Fiscal Code** field has a value of 11 characters, the system validates the last character in the value as per the checksum algorithm for a 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.
9. Once the pickup is completed, click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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.

## 4.15 F24 Tax Payment By Account

The **F24 Tax Payment By Account** screen is used to capture data related to the F24 tax document for a customer and collect the corresponding tax by account from the customer.

To perform F24 tax payment by account:

1. On the Homepage, from **Teller** mega menu, under **Customer Transaction**, click **F24 Tax Payment By Account** or specify **F24 Tax Payment By Account** in the search icon bar and select the screen.

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

**Figure 4-34 F24 Tax Payment By Account**

2. On the **F24 Tax Payment By Account** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 4-42 F24 Tax Payment By Account - Field Description**

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

3. Click on the **Account Details** data segment.  
The **Account Details** data segment is displayed.

**Figure 4-35 Account Details**

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


- Account Number**: A text input field with a small blue asterisk next to the label, indicating it is mandatory.
- Branch**: A text input field.
- Account Description**: A text input field.
- Account Amount**: A shaded rectangular area, likely representing a display field.
- Net Amount**: A shaded rectangular area, likely representing a display field.

4. On the **Account Details** data segment, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-43 Account Details - Field Description**

Field	Description
<b>Account Number</b>	Specify the customer account number from which the tax is being paid.   <b>Note:</b>  The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.
<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 total amount levied to the customer.

5. Specify the details in the **F24 Tax By Account** segment. For information on the fields based on the value selected for the **Form Type**, refer to the table.

**Table 4-44 F24 Tax By Account - Form Types and their References**

Form Type	Reference Topic
<b>Standard</b>	<a href="#">Add Standard Details</a>
<b>Simplified</b>	<a href="#">Add Simplified Details</a>
<b>Elements Identification</b>	<a href="#">Add Element Identification Details</a>
<b>Predefined</b>	<a href="#">Add Predefined Details</a>

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, click **Refresh** in the **F24 Payment Details**.

The system 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.

**Table 4-45 Accounting Entries Posted for 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:

**Table 4-46 Accounting Entries Posted for 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

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:

**Table 4-47 Maintenance for Form Type**

Form Type	Maintenance
<b>Standard</b>	In the <b>F24 Standard</b> tab, the system allows you to maintain only the following number of records: <ul style="list-style-type: none"> <li>up to a maximum of 6 rows in the <b>Tax</b> multi-record block.</li> <li>up to a maximum of 4 rows in the <b>INPS</b> multi-record block.</li> <li>up to a maximum of 4 rows in the <b>Region</b> multi-record block.</li> <li>up to a maximum of 4 rows in the <b>IMU and Other Local Taxes</b> multi-record block.</li> <li>up to a maximum of 4 rows in the <b>Insurance</b> multi-record block.</li> <li>up to a maximum of 3 rows in the <b>Other Bodies</b> multi-record block.</li> <li>up to a maximum of 7 rows in the <b>Excise</b> multi-record block.</li> </ul>
<b>Simplified</b>	In the <b>F24 Simplified</b> tab, up to a maximum of 10 rows in the <b>Tax Details</b> multi-record block.



Table 4-47 (Cont.) Maintenance for Form Type

Form Type	Maintenance
Elements Identification	In the <b>F24 Elements Identification</b> tab, up to a maximum of 28 rows in the <b>Tax Details</b> multi-record block.
Predefined	In the <b>F24 Predefined</b> tab, up to a maximum of 1 row in the <b>Tax Details</b> multi-record block.

If the computed value for the **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 characters 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 the case of individual customers, where the **Principal Fiscal Code** and **Secondary Fiscal Code** field has a value of 11 characters, the system validates the last character in the value as per the checksum algorithm for a VAT number. If the validation fails, then the system displays an appropriate error message.

- Once Pickup is completed, click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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.

- [Add Standard Details](#)  
You can add the F24 standard details in the **F24 Tax By Account** data segment.
- [Add Simplified Details](#)  
You can add the F24 simplified details in the **F24 Tax By Account** data segment.
- [Add Element Identification Details](#)  
You can add the details of the element identification in the **F24 Tax By Account** data segment.
- [Add Predefined Details](#)  
You can add the F24 predefined details in the **F24 Tax By Account** data segment.

### 4.15.1 Add Standard Details

You can add the F24 standard details in the **F24 Tax By Account** data segment.

Make sure that the transaction details are added to the transaction screen.

**Figure 4-36 F24 Tax By Account - F24 Standard**

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

- Elaboration Date:** A date picker field.
- Secondary Fiscal Code:** A text input field.
- Total Final Payment:** A text input field.
- Principal Fiscal Code:** A text input field with an asterisk indicating it is mandatory.
- Identity code secondary fiscal code:** A text input field.
- Different Tax Year:** A text input field.
- Final Payment Fields:** A group of seven text input fields: Erario Institution, Region Institution, Inail Institution, Accise, INPS Institution, Local Institution, and Other Institution.

To add the F24 standard details:

1. On the **F24 Tax By Account** data segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-48 F24 Standard - Field Description**

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

**Table 4-48 (Cont.) F24 Standard - Field Description**

Field	Description
<b>Principal Fiscal Code</b>	Specify the debtor fiscal code.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.</p> </div>
<b>Secondary Fiscal Code</b>	Specify the secondary fiscal code.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.</p> </div>
<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>• Tax Institution</li> <li>• INPS Institution</li> <li>• Region Institution</li> <li>• Local Institution</li> <li>• Insurance Institution</li> <li>• Other Institution</li> <li>• Excise</li> </ul>

2. Specify the tax details. For information on the fields in the **Tax Details**, refer to [Add Tax Details](#).
3. Specify the INPS details. For information on the fields in the **INPS**, refer to [Add INPS Details](#).
4. Specify the region details. For information on the fields in the **Region**, refer to [Add Region Details](#).
5. Specify the details of the IMU and other local taxes. For information on the fields in the **IMU and Other Local Taxes**, refer to [Add IMU and Other Local Taxes](#).
6. Specify the insurance details. For information on the fields in the **Insurance Details**, refer to [Add Insurance Details](#).
7. Specify the details of the other bodies. For information on the fields in the **Other Bodies**, refer to [Add Other Bodies](#).
8. Specify the excise details. For information on the fields in the **Excise**, refer to [Add Excise Details](#).

## 4.15.2 Add Simplified Details

You can add the F24 simplified details in the **F24 Tax By Account** data segment.  
Make sure that the transaction details are added to the transaction screen.

**Figure 4-37 F24 Tax By Account - F24 Simplified**

To add the F24 simplified details:

On the **F24 Tax By Account** data segment, specify the fields. For more information on fields, refer to the field description table.





**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-49 F24 Simplified - Field Description**

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

Table 4-49 (Cont.) F24 Simplified - Field Description

Field	Description
<b>Principal Fiscal Code</b>	Specify the debtor fiscal code.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.</p> </div>
<b>Secondary Fiscal Code</b>	Specify the secondary fiscal code.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.</p> </div>
<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 late.
<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>Installment</b>	Specify the installment amount.
<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.

### 4.15.3 Add Element Identification Details


You can add the details of the element identification in the **F24 Tax By Account** data segment.

Make sure that the transaction details are added to the transaction screen.

**Figure 4-38 F24 Tax By Account - Elements Identification**

To add the details of the element identification:



On the **F24 Tax – By Cash** data segment, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 4-50 F24 Tax By Cash with Elements Identification - Field Description**

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

**Table 4-50 (Cont.) F24 Tax By Cash with Elements Identification - Field Description**

Field	Description
<b>Principal Fiscal Code</b>	Specify the debtor fiscal code.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-left: 150px;"> <p> <b>Note:</b></p> <p>For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.</p> </div>
<b>Secondary Fiscal Code</b>	Specify the secondary fiscal code.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-left: 150px;"> <p> <b>Note:</b></p> <p>For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.</p> </div>
<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.

#### 4.15.4 Add Predefined Details

You can add the F24 predefined details in the **F24 Tax By Account** data segment.

Make sure that the transaction details are added to the screen.

**Figure 4-39 F24 Tax by Account - F24 Predefined**

The screenshot shows a web form titled "F24 Tax By Account" with a sub-section "F24 Predefined".

- Form Type:** A dropdown menu set to "Predefined".
- F24 Predefined Section:**
  - Elaboration Date:** A date input field with a calendar icon.
  - Secondary Fiscal Code:** A text input field.
  - Total Final Payment:** A text input field.
  - Final Payment Fields:**
    - Erario Institution:** A text input field.
- Tax Details:** A table with columns "Payment ID" and "Amount to Pay". The table is currently empty, showing "No data to display." and a pagination control with "1" selected.
- Summary Fields:**
  - Total Debit Amount:** A text input field.
  - Final Section Amount:** A text input field.

At the bottom, there is a note: "Please click on the Refresh button next to Tax amount before Submit".

To add the F24 predefined details:

On the **F24 Tax – By Cash** data segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 4-51 F24 Predefined - Field Description**


Field	Description
<b>Form Type</b>	Select the <b>Predefined</b> tax category from the 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.

**Note:**

For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.



**Table 4-51 (Cont.) F24 Predefined - Field Description**

Field	Description
<b>Secondary Fiscal Code</b>	Specify the secondary fiscal code. <div data-bbox="906 405 1458 636" style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be an 11-character VAT number.</p> </div>
<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.

# 5

## Miscellaneous Transactions

The Teller can use Miscellaneous Transactions to perform GL transactions against a customer's CASA account and GL account.

This topic contains the following subtopics:

- [Miscellaneous Customer Debit](#)  
The **Miscellaneous Customer Debit** screen is used to transfer funds from the customer account to GL.
- [Miscellaneous Customer Credit](#)  
The **Miscellaneous Customer Credit** screen is used to transfer funds from GL to the customer account.
- [Miscellaneous GL Debit](#)  
The **Miscellaneous GL Debit** screen is used to debit an amount from a GL account of the transaction branch and pay out the equivalent amount in cash.
- [Miscellaneous GL Credit](#)  
The **Miscellaneous GL Credit** screen is used to credit an amount to a GL account of the transaction branch by pay-in of equivalent amount in cash.
- [Miscellaneous GL Transfer](#)  
The **Miscellaneous GL Transfer** screen is used to transfer the amount from a GL account to another GL account.
- [Miscellaneous Transfer](#)  
The **Miscellaneous Transfer** screen is used to facilitate transfer between the two different GLs or customer accounts.

### 5.1 Miscellaneous Customer Debit

The **Miscellaneous Customer Debit** screen is used to transfer funds from the customer account to GL.

The customer account can be debited for various reasons, with a corresponding credit to a GL belonging to the transaction branch.

To transfer funds from the customer account to GL:

1. On the Homepage, from **Teller** mega menu, under **Miscellaneous**, click **Misc Customer Debit** or specify **Misc Customer Debit** in the search icon bar and select the screen.

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

**Figure 5-1 Miscellaneous Customer Debit**

2. On the **Miscellaneous Customer Debit** screen, specify the fields. For more information on fields, refer to the field description table.





**Note:**

The fields, which are marked with an asterisk, are mandatory.


**Table 5-1 Miscellaneous Customer Debit - Field Description**

Field	Description
<b>Account Number</b>	Specify the account number from which the funds need to be debited.  <b>Note:</b> The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.
<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.

**Table 5-1 (Cont.) Miscellaneous Customer Debit - Field Description**

Field	Description
<b>GL Account</b>	Specify the GL account to which the funds need to be credited.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;">  <b>Note:</b> You can also select the appropriate GL account from the list of values that displays all the valid GL accounts. </div>
<b>GL Branch</b>	Displays the branch code of the transaction branch, and it can be modified.
<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.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;">  <b>Note:</b> This field is displayed only if <i>Multi-Currency Configuration at Function Code Indicator level</i> is set as <i>Y</i>. </div>
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate if it is required to perform the transaction using negotiated value.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;">  <b>Note:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory. </div>
<b>Negotiated Reference Number</b>	Specify the reference number for the negotiated cost rate.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;">  <b>Note:</b> This field is applicable only if the transaction involves cross currency. </div>
<b>Narrative</b>	Displays the narrative as <b>Miscellaneous Customer Debit</b> , and it can be modified.
<b>Reference Number</b>	Specify the reference number for the transaction, which is the original transaction reference or any invoice number.

**Table 5-1 (Cont.) Miscellaneous Customer Debit - Field Description**

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> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration at Function Code Indicator</code> level is set as <code>Y</code>.</p> </div>

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

## 5.2 Miscellaneous Customer Credit

The **Miscellaneous Customer Credit** screen is used to transfer funds from GL to the customer account.

The customer account can be credited for various reasons, with the corresponding debit to a GL belonging to the transaction branch.

To perform the miscellaneous customer credit:

1. On the Homepage, from **Teller** mega menu, under **Miscellaneous**, click **Misc Customer Credit** or specify **Misc Customer Credit** in the search icon bar and select the screen.

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

**Figure 5-2 Miscellaneous Customer Credit**

Miscellaneous Customer Credit

Account Number \*

Account Amount \*

GL Account \*

GL Branch

GL Description

GL Currency

Exchange Rate

Negotiated Exchange Rate

Negotiated Reference Number

GL Amount

Reference Number

Narrative \*

Miscellaneous Customer Credit

Charge Details




Submit Clear Cancel

2. On the **Miscellaneous Customer Credit** screen, specify the fields. For more information on fields, refer to the field description table.




 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 5-2 Miscellaneous Customer Credit - Field Description**

Field	Description
<b>Account Number</b>	<p>Specify the account number from which the funds need to be credited.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account. The system displays an override or error message on the tab out of Account Number based on the account dormancy parameters.</p> </div>
<b>Account Amount</b>	<p>Displays the account currency based on the account number specified. Specify the amount to be credited from the account currency.</p>
<b>GL Account</b>	<p>Specify the GL account from which the funds need to be debited.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>You can also select the appropriate GL account from the list of values that displays all the valid GL accounts.</p> </div>
<b>GL Branch</b>	<p>Displays the branch code of the transaction branch and allows to modify.</p>
<b>GL Currency</b>	<p>By default, the account currency is displayed, and it can be modified.</p>
<b>GL Amount</b>	<p>Displays the amount in terms of GL currency.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y.</p> </div>
<b>GL Description</b>	<p>Displays the description of the selected GL account number.</p>

**Table 5-2 (Cont.) Miscellaneous Customer Credit - Field Description**

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

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.



 **Note:**

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 the customer account is credited to the extent of the **Account Amount**.

## 5.3 Miscellaneous GL Debit

The **Miscellaneous GL Debit** screen is used to debit an amount from a GL account of the transaction branch and pay out the equivalent amount in cash.

To perform miscellaneous GL debit:

1. On the Homepage, from **Teller** mega menu, under **Miscellaneous**, click **Misc GL Debit** or specify **Misc GL Debit** in the search icon bar and select the screen.

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





**Figure 5-3 Miscellaneous GL Debit**

2. On the **Miscellaneous GL Debit** screen, specify the fields. For more information on fields, refer to the field description table.



 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 5-3 Miscellaneous GL Debit - Field Description**

Field	Description
<b>GL Account</b>	Specify the GL account from which the funds need to be debited.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b>               You can also select the appropriate GL account from the list of values that displays all the valid GL accounts.           </div>
<b>GL Currency</b>	Displays the branch account currency and allows to modify if required.
<b>GL Amount</b>	Displays the amount which is credited to the GL account.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b>               This field is displayed only if <code>Multi-Currency Configuration</code> at the <code>Function Code Indicator</code> level is set as <code>Y</code>.           </div>
<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.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b>               By default, the local currency of the branch is displayed. You can select another currency if required.           </div>
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate if it is needed to perform the transaction using negotiated value.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b>               This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.           </div>

**Table 5-3 (Cont.) Miscellaneous GL Debit - Field Description**

Field	Description
<b>Negotiated Reference Number</b>	Specify the reference number for the negotiated cost rate.   <b>Note:</b>  This field is applicable only if the transaction involves cross currency.
<b>Narrative</b>	Displays the default narrative as <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 the <b>Function Code Indicator</b> level is set as <b>Y</b> .

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the **Transaction Completed Successfully** information message is displayed.

 **Note:**

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.

## 5.4 Miscellaneous GL Credit

The **Miscellaneous GL Credit** screen is used to credit an amount to a GL account of the transaction branch by pay-in of equivalent amount in cash.

To perform miscellaneous GL credit:


1. On the Homepage, from **Teller** mega menu, under **Miscellaneous**, click **Misc GL Credit** or specify **Misc GL Credit** in the search icon bar and select the screen.  
The **Miscellaneous GL Credit** screen is displayed.

**Figure 5-4 Miscellaneous GL Credit**

The screenshot shows the 'Miscellaneous GL Credit' form. It contains the following fields and sections:

- GL Account \***: A searchable text field.
- Transaction Amount \***: A field with a currency dropdown (USD) and a numeric input.
- Exchange Rate**: A field with up/down arrows.
- Negotiated Reference Number**: A text input field.
- Narrative \***: A text input field containing 'Miscellaneous GL Credit'.
- GL Description**: A text input field.
- GL Amount**: A field with a currency dropdown (USD) and a numeric input.
- Negotiated Exchange Rate**: A field with up/down arrows.
- Reference Number**: A text input field.
- Charge Details**: An expandable section.
- Denomination Detail**: An expandable section.
- Buttons**: Submit, Clear, and Cancel.

2. On the **Miscellaneous GL Credit** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 5-4 Miscellaneous GL Credit - Field Description**







Field	Description
<b>GL Account</b>	Specify the GL account to which the funds need to be credited.   <b>Note:</b> You can also select the appropriate GL account from the list of values that displays all the valid GL accounts.

Table 5-4 (Cont.) Miscellaneous GL Credit - Field Description

Field	Description
<b>GL Amount</b>	<p>Displays the branch account currency and allows to modify if required. It also displays the amount which is credited to the GL account.</p> <p> <b>Note:</b> This field is displayed only if <b>Multi-Currency Configuration</b> at the <b>Function Code Indicator</b> level is set as <b>Y</b>.</p>
<b>GL Description</b>	<p>Displays the description of the selected GL account number.</p>
<b>Transaction Amount</b>	<p>Specify the appropriate currency and the amount that has to be debited from the cash account in the specified currency.</p> <p> <b>Note:</b> By default, the local currency of the branch is displayed. You can select another currency if required.</p>
<b>Negotiated Exchange Rate</b>	<p>Specify the negotiated exchange rate if it is needed to perform the transaction using negotiated value.</p> <p> <b>Note:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>
<b>Negotiated Reference Number</b>	<p>Specify the reference number for the negotiated cost rate.</p> <p> <b>Note:</b> This field is applicable only if the transaction involves cross currency.</p>
<b>Narrative</b>	<p>Displays the default narrative as <b>Miscellaneous GL Credit</b>, and it can be modified.</p>
<b>Reference Number</b>	<p>Specify the reference number for the transaction.</p>

**Table 5-4 (Cont.) Miscellaneous GL Credit - Field Description**

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> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 the <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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.

## 5.5 Miscellaneous GL Transfer

The **Miscellaneous GL Transfer** screen is used to transfer the amount from a GL account to another GL account.

This transaction can be carried out in various allowed currencies.


To perform miscellaneous GL transfer:

1. On the Homepage, from **Teller** mega menu, under **Miscellaneous**, click **Misc GL Transfer** or specify **Misc GL Transfer** in the search icon bar and select the screen.

The **Miscellaneous GL Transfer** screen is displayed.

**Figure 5-5 Miscellaneous GL Transfer**

2. On the **Miscellaneous GL Transfer** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 5-5 Miscellaneous GL Transfer - Field Description**




Field	Description
<b>From GL Account</b>	Specify the GL account to which the funds need to be debited.   <b>Note:</b> You can also select the appropriate GL account from the list of values that displays all the valid GL accounts.
<b>From GL Amount</b>	Displays the branch account currency and allows to modify if required. It also displays the amount, which is debited from the GL account.
<b>From GL Description</b>	Displays the description of the selected GL account number.
<b>GL Currency</b>	Displays the branch currency and allows to modify if required.
<b>From GL Branch</b>	Click the search icon, and select the <b>From GL Branch</b> from the list of values.

Table 5-5 (Cont.) Miscellaneous GL Transfer - Field Description

Field	Description
To GL Account	Specify the GL account to which the funds need to be credited.   <b>Note:</b>  You can also select the appropriate GL account from the list of values that displays all the valid GL accounts.
To GL Amount	Displays the branch account currency and allows to modify if required. It also displays the amount, which is credited to the GL account.
To GL Description	Displays the description of the selected GL account number.
GL Currency	Displays the branch currency and allows to modify if required.
To GL Branch	Click the search icon, and select the <b>To GL Branch</b> from the list of values.
Narrative	Displays the default narrative as <b>Miscellaneous GL Transfer</b> , and it can be modified.
Reference Number	Specify the reference number for the transaction.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into GL currency, and it can be modified.   <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 at Function Code Indicator</b> level is set as Y.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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



## 5.6 Miscellaneous Transfer

The **Miscellaneous Transfer** screen is used to facilitate transfer between the two different GLs or customer accounts.

This transaction can be carried out between:

- GL to GL
- Customer Account to Customer Account
- GL to Customer Account
- Customer Account to GL

To perform miscellaneous transfer:

1. On the Homepage, from **Teller** mega menu, under **Miscellaneous**, click **Miscellaneous Transfer** or specify **Miscellaneous Transfer** in the search icon bar and select the screen.

The **Miscellaneous Transfer** screen is displayed.

**Figure 5-6 Miscellaneous Transfer**

The screenshot displays the 'Miscellaneous Transfer' form. It includes the following sections and fields:




- Function Code \***: A search-enabled text field.
- Currency \***: A search-enabled text field.
- Debit Account Details**:
  - Debit Account \***: A search-enabled text field.
  - Debit Account Branch**: A search-enabled text field.
  - Debit Account Name**: A disabled text field.
  - Debit Amount \***: A text field.
  - Debit Currency \***: A search-enabled text field.
- Credit Account Details**:
  - Credit Account \***: A search-enabled text field.
  - Credit Account Branch**: A search-enabled text field.
  - Credit Account Name**: A disabled text field.
  - Credit Amount \***: A text field.
  - Credit Currency \***: A search-enabled text field.
- Additional Details**:
  - Reference Number**: A text field.
  - Exchange Rate**: A numeric field with up/down arrows.
  - Narrative \***: A text area containing the text 'Miscellaneous Transfer'.
- Charge Details**: A collapsed section at the bottom.
- Buttons**: 'Submit', 'Clear', and 'Cancel' buttons are located at the bottom right.

2. On the **Miscellaneous Transfer** screen, specify the fields. For more information on fields, refer to the field description table.



 **Note:**

The fields, which are marked with an asterisk, are mandatory.

Table 5-6 Miscellaneous Transfer

Field	Description
<b>Function Code</b>	Click the search icon, and select the function code from the list of values, which contains only non-cash transactions.
<b>Currency</b>	Click the search icon, and select the currency from the list of values.   <b>Note:</b> By default, the currency field will default to the local branch currency, and it can be modified.
<b>Query</b>	Click <b>Query</b> to fetch the details.   <b>Note:</b> Based on the specified values of <b>Function Code</b> and <b>Currency</b> , the system populates <b>Debit Account</b> and <b>Credit Account</b> details. You can also modify the values.
<b>Debit Account Details</b>	Specify the fields under this section.
<b>Debit Account</b>	Click the search icon, and select the debit account number from the list of values.
<b>Debit Account Name</b>	Displays the name of the specified debit account.
<b>Debit Account Branch</b>	Click the search icon, and select the debit account branch from the list of values.
<b>Debit Currency</b>	Click the search icon, and select the debit currency from the list of values.
<b>Debit Amount</b>	Specify the amount that needs to be debited.
<b>Credit Account Details</b>	Specify the fields under this section.
<b>Credit Account</b>	Click the search icon, and select the credit account number from the list of values.
<b>Credit Account Name</b>	Displays the name of the specified credit account.
<b>Credit Account Branch</b>	Click the search icon, and select the credit account branch from the list of values.
<b>Credit Currency</b>	Click the search icon, and select the credit currency from the list of values.
<b>Credit Amount</b>	Displays the credit amount based on the exchange rate pickup.   <b>Note:</b> This field is displayed only if Multi-Currency Configuration at the Function Code Indicator level is set as Y.

**Table 5-6 (Cont.) Miscellaneous Transfer**

Field	Description
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the transfer currency into transaction currency and it can be modified.</p> <p> <b>Note:</b></p> <p>If the transfer 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 the <b>Function Code Indicator</b> level is set as <b>Y</b>.</p>
<b>Total Charges</b>	<p>Displays the total charge amount, which is computed by the system.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Multi-Currency Configuration</b> at the <b>Function Code Indicator</b> level is set as <b>Y</b>.</p>
<b>Additional Details</b>	Specify the fields under this section.
<b>Reference Number</b>	Specify the reference number of the transaction.
<b>Narrative</b>	Displays the default narrative as <b>Miscellaneous Transfer</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the **Transaction Completed Successfully** information message is displayed.

 **Note:**

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

# 6

## Transfers

The Teller can use Transfers to perform inter-bank transfers, intra-bank transfers, and cross-border transactions.

This topic contains the following subtopics:

- [Account to Account Transfer](#)  
The **Account to Account Transfer** screen is used to transfer funds from one account to another account within the bank.
- [In-House Cheque Deposit](#)  
The **In House Cheque Deposit** screen is used to capture in-house cheque deposit transactions for the customers.
- [Domestic Transfer Against Account](#)  
The **Domestic Transfer Against Account** screen is used to transfer funds from an account held with the bank to an account held with another bank, within the same country.
- [Domestic Transfer Against Walk-in](#)  
The **Domestic Transfer Against Walk-in** screen is used to accept cash from the walk-in customer and transfer funds to the account held with another bank within the same country.
- [International Transfer Against Account](#)  
The **International Transfer Against Account** screen is used to facilitate international transfer by debiting the account holder of the bank.
- [International Transfer Against Walk-in](#)  
The **International Transfer Against Walk-in** screen is used to facilitate international transfer by accepting cash from the walk-in customer.

### 6.1 Account to Account Transfer

The **Account to Account Transfer** 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 perform account transfer:

1. On the Homepage, from **Teller** mega menu, under **Transfers**, click **Account to Account Transfer** or specify **Account to Account Transfer** in the search icon bar and select the screen.

The **Account Transfer** screen is displayed.

**Figure 6-1 Account Transfer**

2. On the **Account Transfer** screen, specify the fields. For more information on fields, refer to the field description table.




 **Note:**

The fields, which are marked with an asterisk, are mandatory.





**Table 6-1 Account Transfer - Field Description**

Field	Description
<b>Debit Account</b>	Specify the customer account from which the funds need to be debited.
<b>Debit Amount</b>	Displays the transaction account currency. Specify the transaction amount that needs to be debited from the customer account.

Table 6-1 (Cont.) Account Transfer - Field Description

Field	Description
<b>Cheque Number</b>	<p>Specify the cheque number of the customer account as provided by the Customer.</p> <p> <b>Note:</b></p> <p>If the cheque number of the customer account is specified, the cheque status update will be done as part of the handoff to FLEXCUBE Universal Banking.</p> <p>The system validates the status of the cheque and prompts an error message if incase of a Used or Stopped or Invalid cheque.</p>
<b>Cheque Date</b>	Click the calendar icon and select the date on which the cheque has been issued.
<b>Credit Account</b>	<p>Specify the account to which the funds need to be credited.</p> <p> <b>Note:</b></p> <p>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>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>	<p>Displays the amount in terms of the credit account currency.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Multi-Currency Configuration</b> at the <b>Function Code Indicator</b> level is set as <b>Y</b>.</p>

**Table 6-1 (Cont.) Account Transfer - Field Description**

Field	Description
<b>Negotiated Exchange Rate</b>	<p>Specify the negotiated exchange rate if it is needed to perform the transaction using negotiated value.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>
<b>Negotiated Reference Number</b>	<p>Specify the reference number for the negotiated cost rate.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the transaction account currency into credit account currency and it can be modified.</p> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration at the Function Code Indicator</code> 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></p> <p>This field is displayed only if <code>Total Charges Configuration at the Function Code Indicator</code> level is set as Y.</p>
<b>Narrative</b>	<p>Displays the default narrative as <b>Account Transfer</b>, and it can be modified.</p>

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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 the UBS for accounting.

## 6.2 In-House Cheque Deposit

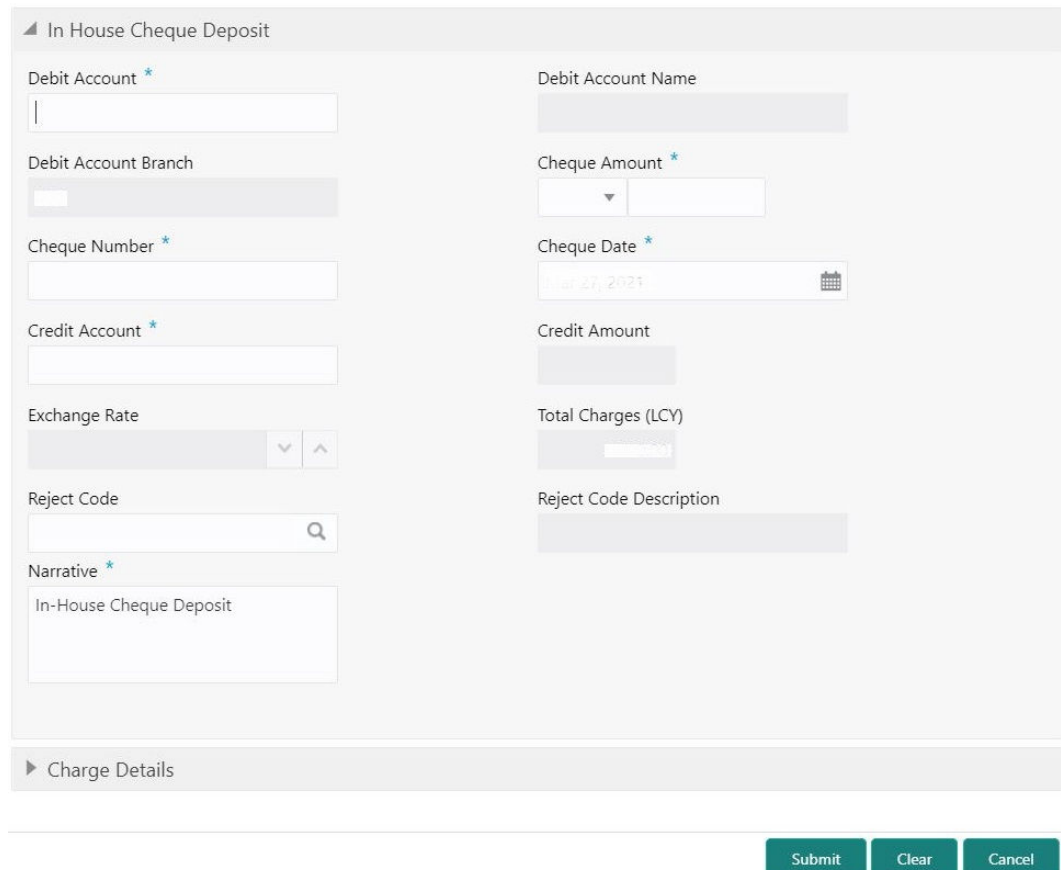
The **In House Cheque Deposit** screen is used to capture in-house cheque deposit transactions for the customers.

To capture in-house cheque deposit transactions:

1. On the Homepage, from **Teller** mega menu, under **Transfers**, click **In House Cheque Deposit** or specify **In House Cheque Deposit** in the search icon bar and select the screen.

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

**Figure 6-2 In House Cheque Deposit**



The screenshot displays the 'In House Cheque Deposit' form with the following fields and controls:

- Debit Account \***: Text input field.
- Debit Account Branch**: Dropdown menu.
- Cheque Number \***: Text input field.
- Credit Account \***: Text input field.
- Exchange Rate**: Input field with up/down arrows.
- Reject Code**: Text input field with a search icon.
- Narrative \***: Text area containing 'In-House Cheque Deposit'.
- Debit Account Name**: Read-only text field.
- Cheque Amount \***: Input field with a dropdown arrow.
- Cheque Date \***: Date picker showing 'Mar 27, 2021'.
- Credit Amount**: Read-only text field.
- Total Charges (LCY)**: Read-only text field.
- Reject Code Description**: Read-only text field.

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



- On the **In House Cheque Deposit** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 6-2 In House Cheque Deposit - Field Description**






Field	Description
<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>Note:</b>  The system validates the status of the cheque and prompts an error message if incase of a Used or Stopped or Invalid cheque.
<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>	Displays the transaction amount based on the exchange rate.   <b>Note:</b>  This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y.
<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 Multi-Currency Configuration at Function Code Indicator level is set as Y.

Table 6-2 (Cont.) In House Cheque Deposit - Field Description

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

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 UBS for accounting.

## 6.3 Domestic Transfer Against Account

The **Domestic Transfer Against Account** 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 the corresponding transaction network.

To perform domestic transfer against account:

1. On the Homepage, from **Teller** mega menu, under **Transfers**, click **Domestic Trf - Account** or specify **Domestic Trf - Account** in the search icon bar and select the screen.

The **Domestic Transfer Against Account** screen is displayed.

**Figure 6-3 Domestic Transfer Against Account**

The screenshot shows the 'Domestic Transfer Against Account' form. It contains the following fields and sections:





- Remitter Account \***: A text input field.
- Transaction Amount \***: A field with a currency dropdown (set to USD) and a numeric input.
- Cheque Number**: A text input field.
- Cheque Date**: A date picker showing 'Nov 27, 2021'.
- Exchange Rate**: A numeric input field with up and down arrows.
- Account Amount**: A greyed-out numeric input field.
- Total Charges**: A greyed-out numeric input field.
- Narrative \***: A text input field containing 'Domestic Transfer Against Account'.
- Charge Details**: An expandable section with a right-pointing arrow.
- Payment Details**: An expandable section with a right-pointing arrow.
- Buttons**: 'Submit', 'Clear', and 'Cancel' buttons are located at the bottom right of the form area.

2. On the **Domestic Transfer Against Account** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 6-3 Domestic Transfer Against Account - Field Description**

Field	Description
<b>Remitter Account</b>	Specify the customer account from which the funds need 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 the customer account.
<b>Cheque Number</b>	Specify the cheque number of the customer account as provided by the customer.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>The system validates the status of the cheque and prompts an error message if incase of a Used or Stopped or Invalid cheque.</p> </div>
<b>Cheque Date</b>	Click the calendar icon and select the date on which the cheque has been issued.
<b>Account Amount</b>	Displays the amount in terms of the remitter account currency.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>This field is displayed only if Multi-Currency Configuration at the Function Code Indicator level is set as Y.</p> </div>
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction account currency into credit account currency, and it can be modified.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi-Currency Configuration at the Function Code Indicator level is set as Y.</p> </div>
<b>Total Charges</b>	Displays the total charge amount, which is computed by the system.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>This field is displayed only if Total Charges Configuration at the Function Code Indicator level is set as Y.</p> </div>

**Table 6-3 (Cont.) Domestic Transfer Against Account - Field Description**

Field	Description
Narrative	Displays the default narrative as <b>Domestic Transfer Against Account</b> , and it can be modified.

3. Specify the payment details. For information on the fields in the **Payment Details** segment, refer to [Add Payment Details for Domestic Transfer](#).
4. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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 the Oracle Banking Payments system for outgoing payment creation and processing with external system status as **Pending**. After the transaction is processed and responded from the Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Journal Log** and completes the transaction.

 **Note:**

System shall automate the completion of payment transactions from Journal log, once the 'Success' notification is received from Oracle Banking Payments based on the flag Auto Processing as Y in TRANSACTION.SRV\_TM\_BC\_PARAM\_DTLS. (When Auto Processing is 'N', then Maker-Checker-Maker-Maker and when Auto Processing is Y then Maker-Checker-Maker).

- [Add Payment Details for Domestic Transfer](#)  
You can add the payment details for the domestic transfer in the **Payment Details** data segment.

### 6.3.1 Add Payment Details for Domestic Transfer

You can add the payment details for the domestic transfer in the **Payment Details** data segment.

Make sure that the transaction details are added to the screen.

**Figure 6-4 Payment Details**

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

- Remitter Details:** Includes fields for Remitter Name, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Communication Mode (a dropdown menu), Mobile no, and Email ID.
- Beneficiary Details:** Includes fields for Payment Type, Beneficiary Bank Code, Beneficiary Bank Name, Beneficiary Account, Account Type, Account Name, Address Line 1, Address Line 2, Address Line 3, and Address Line 4.
- Remittance Information:** Includes four lines for Remittance Information (Line 1, Line 2, Line 3, and Line 4).

To add the payment details:

On the **Payment Details** data segment, specify the fields. For more information on fields, refer to the field description table.




**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 6-4 Payment Details - Field Description**

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> .

**Table 6-4 (Cont.) Payment Details - Field Description**

Field	Description
<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.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF; margin-top: 10px;">  <b>Note:</b> The LOV display all valid clearing bank codes maintained in the system. </div>
<b>Beneficiary Bank Name</b>	Specify the name of the beneficiary bank. If the beneficiary bank code is selected, the 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.
<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.

## 6.4 Domestic Transfer Against Walk-in

The **Domestic Transfer Against Walk-in** screen is used to accept cash from the 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 the corresponding transaction network.

To perform domestic transfer against walk-in:

1. On the Homepage, from **Teller** mega menu, under **Transfers**, click **Domestic Trf - Walkin** or specify **Domestic Trf - Walkin** in the search icon bar and select the screen.

The **Domestic Transfer Against Walk-in** screen is displayed.

**Figure 6-5 Domestic Transfer Against Walk-in**

2. On the **Domestic Transfer Against Walk-in** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 6-5 Domestic Transfer Against Walkin - Field Description**

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.  <b>Note:</b>  This field is displayed only if <b>Total Charges Configuration</b> at the <b>Function Code Indicator</b> level is set as <b>Y</b> .
<b>Narrative</b>	Displays the default narrative as <b>Domestic Transfer Against Walkin</b> , and it can be modified.

3. Specify the payment details. For information on the fields in the **Payment Details** segment, refer to [Add Payment Details for Domestic Transfer](#).
4. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
5. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
6. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.



 **Note:**

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 the Oracle Banking Payments system for outgoing payment creation and processing with external system status as **Pending**. After the transaction is processed and responded from the Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Journal Log** and completes the transaction.

 **Note:**

System shall automate the completion of payment transactions from Journal log, once the 'Success' notification is received from Oracle Banking Payments based on the flag Auto Processing as Y in TRANSACTION.SRV\_TM\_BC\_PARAM\_DTLS. (When Auto Processing is 'N', then Maker-Checker-Maker-Maker and when Auto Processing is Y then Maker-Checker-Maker).

## 6.5 International Transfer Against Account

The **International Transfer Against Account** screen is used to facilitate international transfer by debiting the account holder of the bank.

You can remit in the 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 perform international transfer against account:

1. On the Homepage, from **Teller** mega menu, under **Transfers**, click **International - Account** or specify **International - Account** in the search icon bar and select the screen.

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

**Figure 6-6 International Transfer Against Account**

International Transfer Against Account

Remitter Account \*

Transfer Amount \*

Transaction Amount

Exchange Rate

Negotiated Exchange Rate

Negotiated Reference Number

Total Charge Amount

Narrative \*

▶ Payment Details

▶ Charge Details

2. On the **International Transfer Against Account** screen, specify the fields. For more information on fields, refer to the field description table.





**Note:**

The fields, which are marked with an asterisk, are mandatory.


**Table 6-6 International Transfer Against Account - Field Description**

Field	Description
<b>Remitter Account</b>	Specify the customer account from which the funds need to be debited.
<b>Transfer Amount</b>	Specify the transfer account currency and the transfer amount that needs to be debited from the customer account.

Table 6-6 (Cont.) International Transfer Against Account - Field Description

Field	Description
<b>Negotiated Exchange Rate</b>	<p>Specify the negotiated exchange rate if it is needed to perform the transaction using negotiated value.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>
<b>Negotiated Reference Number</b>	<p>Specify the reference number for the negotiated cost rate.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency.</p>
<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></p> <p>This field is displayed only if Multi-Currency Configuration at the 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></p> <p>If the transfer currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi-Currency Configuration at the Function Code Indicator level is set as Y.</p>

**Table 6-6 (Cont.) International Transfer Against Account - Field Description**

Field	Description
<b>Total Charge Amount</b>	<p>Displays the total charge amount, which is computed by the system.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if Multi-Currency Configuration at the Function Code Indicator level is set as Y.</p> </div>
<b>Narrative</b>	<p>Displays the default narrative as <b>International Transfer Against Account</b>, and it can be modified.</p>

3. Specify the payment details. For information on the fields in the **Payment Details** segment, refer to [Add Payment Details for International Transfer](#).
4. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the 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.

 **Note:**

System shall automate the completion of payment transactions from Journal log, once the 'Success' notification is received from Oracle Banking Payments based on the flag Auto Processing as Y in TRANSACTION.SRV\_TM\_BC\_PARAM\_DTLS. (When Auto Processing is 'N', then Maker-Checker-Maker-Maker and when Auto Processing is Y then Maker-Checker-Maker).

- [Add Payment Details for International Transfer](#)  
You can add the payment details for the international transfer in the **Payment Details** data segment.

## 6.5.1 Add Payment Details for International Transfer

You can add the payment details for the international transfer in the **Payment Details** data segment.

Make sure that the transaction details are added to the screen.

**Figure 6-7 Payment Details**

The screenshot displays a web form titled "Payment Details" with the following sections:

- Remitter Details:** Includes fields for Remitter Name, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Communication Mode (a dropdown menu), Mobile no, and Email ID.
- Beneficiary Details:** Includes fields for Beneficiary Bank BIC Code, Beneficiary Bank Code, Beneficiary Bank Name, Beneficiary Account, Account Name, Receiver BIC Code, Account Type (a dropdown menu), Address Line 1, Address Line 2, Address Line 3, and Address Line 4.
- Remittance Information:** Includes four lines of text input fields: Remittance Information Line 1, Remittance Information Line 2, Remittance Information Line 3, and Remittance Information Line 4.
- Instruction Details:** Includes six dropdown menus for Instruction Code 1 through Instruction Code 6.

To add the payment details:

On the **Payment Details** data segment, specify the fields. For more information on fields, refer to the field description table.






**Note:**

The fields, which are marked with an asterisk, are mandatory.


**Table 6-7 Payment Details - Field Description**

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>Mobile No.</b>
<b>Mobile No</b>	Specify the mobile number.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> This field is mandatory if the <b>Communication Mode</b> is selected as <b>Mobile No.</b></p> </div>
<b>Email ID</b>	Specify the email address.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> This field is mandatory if the <b>Communication Mode</b> is selected as <b>E-Mail.</b></p> </div>
<b>Beneficiary Details</b>	Specify the fields.
<b>Beneficiary Bank BIC Code</b>	Select the beneficiary BIC code from the list of values.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> The LOV display all valid swift BIC codes maintained in the system.</p> </div>

**Table 6-7 (Cont.) Payment Details - Field Description**

Field	Description
<b>Beneficiary Bank Code</b>	<p>Select the beneficiary bank code from the list of values.</p> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The LOV display all valid clearing bank codes maintained in the system.</p> </div>
<b>Beneficiary Bank Name</b>	<p>Specify the name of the beneficiary bank.</p> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the beneficiary bank code is selected, the system displays the description.</p> </div>
<b>Receiver BIC Code</b>	<p>Specify the receiver BIC code from the list of values.</p> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The LOV displays all the valid swift BIC codes maintained in the system.</p> </div>
<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.
<b>Instruction Details</b>	Specify the details under this section.

**Table 6-7 (Cont.) Payment Details - Field Description**

Field	Description
<b>Instruction Code 1 to Instruction Code 6</b>	<p>Select the instruction codes from the drop-down list, and specify the additional information. The drop-down values are as follows:</p> <ul style="list-style-type: none"> <li>• <b>CHQB</b> – Cheque, Pay beneficiary customer by cheque only.</li> <li>• <b>HOLD</b> – Hold, Beneficiary customer/claimant will call; pay upon identification.</li> <li>• <b>PHOB</b> – Phone Beneficiary, Advise/contact beneficiary/claimant by phone.</li> <li>• <b>PHOI</b> – Phone Intermediary, Advise the intermediary institution by phone.</li> <li>• <b>PHON</b> – Telephone, Advise account with institution by phone.</li> <li>• <b>REPA</b> – Related Payment, Payment has a related e-Payments reference.</li> <li>• <b>TELB</b> – Telecommunication, Advise/contact beneficiary/claimant by the most efficient means of telecommunication.</li> <li>• <b>TELE</b> – Telecommunication, Advise the account with the institution by the most efficient means of telecommunication.</li> <li>• <b>TELI</b> – Telecommunication, Advise the intermediary institution by the most efficient means of telecommunication.</li> <li>• <b>INTC</b> – Intra-Company Payment, A payment between two companies belonging to the same group.</li> <li>• <b>SDVA</b> – Same Day Value, Payment must be executed with same-day value to the beneficiary.</li> <li>• <b>CORT</b> – Corporate Trade, Payment is made in settlement of a trade, for example, foreign exchange deal, securities transaction.</li> </ul> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 20px;"> <p> <b>Note:</b></p> <p>The field for additional information is disabled for the following codes:</p> <ul style="list-style-type: none"> <li>• <b>CHQB</b></li> <li>• <b>INTC</b></li> <li>• <b>SDVA</b></li> <li>• <b>CORT</b></li> </ul> </div>

## 6.6 International Transfer Against Walk-in

The **International Transfer Against Walk-in** screen is used to facilitate international transfer by accepting cash from the walk-in customer.

You can remit funds in transaction currency and transfer them 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 perform international transfer against walk-in:


1. On the Homepage, from **Teller** mega menu, under **Transfers**, click **International - Walk-in** or specify **International - Walk-in** in the search icon bar and select the screen.




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

**Figure 6-8 International Transfer Against Walk-in**





2. On the **International Transfer Against Walk-in** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 6-8 International Transfer Against Walk-in - Field Description**

Field	Description
<b>Transaction Amount</b>	Specify the currency in which the cash is accepted from the walk-in customer and the transaction amount as requested by the customer.
<b>Transfer Currency</b>	Specify the currency in which the funds are to be transferred.
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate if it is needed to perform the transaction using negotiated value.  <div data-bbox="716 1528 1380 1764" style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2ff;"> <p> <b>Note:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p> </div>

**Table 6-8 (Cont.) International Transfer Against Walk-in - Field Description**

Field	Description
<b>Negotiated Reference Number</b>	<p>Specify the reference number for the negotiated cost rate.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency.</p>
<b>Transfer Amount</b>	<p>Displays the transfer amount based on the exchange rate pickup.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <i>Multi-Currency Configuration</i> at <i>Function Code Indicator</i> level is set as <i>Y</i>.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the transfer currency into transaction currency, and it can be modified.</p> <p> <b>Note:</b></p> <p>If the transfer currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <i>Multi-Currency Configuration</i> at the <i>Function Code Indicator</i> level is set as <i>Y</i>.</p>
<b>Total Charges</b>	<p>Displays the total charge amount, which is computed by the system.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <i>Multi-Currency Configuration</i> at the <i>Function Code Indicator</i> level is set as <i>Y</i>.</p>
<b>Narrative</b>	<p>Displays the default narrative as <b>International Transfer Against Walk-in</b>, and it can be modified.</p>

3. Specify the payment details. For information on the fields in the **Payment Details** segment, refer to [Add Payment Details for International Transfer](#).
4. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).

5. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
6. Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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 the 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.

 **Note:**

System shall automate the completion of payment transactions from Journal log, once the 'Success' notification is received from Oracle Banking Payments based on the flag Auto Processing as Y in TRANSACTION.SRV\_TM\_BC\_PARAM\_DTLS. (When Auto Processing is 'N', then Maker-Checker-Maker-Maker and when Auto Processing is Y then Maker-Checker-Maker).

# 7

## Clearing Transactions

The Teller can use screens under Clearing to perform the clearing transactions.

This topic contains the following subtopics:

- [Cheque Deposit](#)  
You can use the **Cheque Deposit** screen to capture the cheque deposit request submitted by the customer.
- [Cheque Return](#)  
The Teller can use the **Cheque Return** screen to initiate manual return of inward or outward clearing cheques.
- [Inward Clearing Data Entry](#)  
The Teller can use the **Inward Clearing Data Entry** screen to initiate the inward processing of bulk instruments.
- [Outward Clearing Data Entry](#)  
The Teller can use the **Outward Clearing Data Entry** screen to initiate the bulk deposit of instruments.

### 7.1 Cheque Deposit

You can use the **Cheque Deposit** screen to capture the cheque deposit request submitted by the customer.

This topic contains the following subtopics:

- [Cheque Deposit Against Account](#)  
The Teller can use the **Cheque Deposit** screen to carry out the cheque deposit transaction for a customer.
- [Cheque Deposit Against GL](#)  
The Teller can use the **Cheque Deposit** screen to carry out the cheque deposit transaction for credit of a GL account.

#### 7.1.1 Cheque Deposit Against Account

The Teller can use the **Cheque Deposit** screen to carry out the cheque deposit transaction for a customer.

To capture the cheque deposit request:

1. On the Homepage, from **Teller** mega menu, under **Clearing**, click **Cheque Deposit** or specify **Cheque Deposit** in the search icon bar and select the screen.  
The **Cheque Deposit** screen is displayed.

**Figure 7-1 Cheque Deposit**

The screenshot shows a web form titled "Cheque Deposit". The form is organized into two columns. The left column contains fields for Cheque Amount (with a currency dropdown), Deposit Mode (dropdown), Cheque Number, Drawer Name, Routing Number, Account Amount, Negotiated Exchange Rate (with up/down arrows), Total Charges(LCY), and Narrative. The right column contains Cheque Date (calendar icon), Payee Account, Drawer Account, Network Code (with search icon), Cheque Deposit Date (calendar icon), Exchange Rate (with up/down arrows), and Negotiated Reference Number. At the bottom right, there are three buttons: "Submit", "Clear", and "Cancel". A "Charge Details" section is partially visible at the bottom left.

2. On the **Cheque Deposit** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 7-1 Cheque Deposit (Account Mode) - Field Description**

Field	Description
<b>Cheque Amount</b>	Specify the currency and amount mentioned in the cheque that needs to be deposited in the account.
<b>Cheque Date</b>	Specify the cheque issued date.
<b>Deposit Mode</b>	Select the deposit mode as <b>Account</b> from the drop-down values.

Table 7-1 (Cont.) Cheque Deposit (Account Mode) - Field Description







Field	Description
<b>Payee Account</b>	<p>Specify the customer account number in which the cheque needs to be deposited. When you press the <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></p> <p>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 the mode of operation.</p>
<b>Cheque Number</b>	Specify the MICR number displayed on the cheque.
<b>Drawer Account</b>	Specify the account number on which the cheque is drawn.
<b>Drawer Name</b>	Specify the name of the drawer account.
<b>Network Code</b>	<p>Specify the network code.</p> <p> <b>Note:</b></p> <p>You can also select from the list of maintained clearing codes.</p>
<b>Routing Number</b>	Specify the routing number for cheque clearance. The list of values will call the Oracle Banking Payments service to fetch the list of routing numbers based on the <b>Clearing Network Code</b> selected.
<b>Cheque Deposit Date</b>	Displays the current posting date as the cheque deposit date.
<b>Negotiated Exchange Rate</b>	<p>Specify the negotiated exchange rate if it is needed to perform the transaction using negotiated value.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>

Table 7-1 (Cont.) Cheque Deposit (Account Mode) - Field Description

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

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the *Transaction Completed Successfully* information message is displayed.

 **Note:**

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 the Oracle Banking Payments system for Outward Clearing transaction processing with external system status as **Pending**.

After the transaction is processed and responded from the Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Journal Log** and completes the transaction.

OBBRN will only do data capture and populate the request to OBPM for main leg accounting. Charge accounting will be posted to UBS from OBBRN.

 **Note:**

System shall automate the completion of payment transactions from Journal log, once the 'Success' notification is received from Oracle Banking Payments based on the flag Auto Processing as Y in TRANSACTION.SRV\_TM\_BC\_PARAM\_DTLS.

## 7.1.2 Cheque Deposit Against GL

The Teller can use the **Cheque Deposit** screen to carry out the cheque deposit transaction for credit of a GL account.

To capture the cheque deposit request:

1. On the Homepage, from **Teller** mega menu, under **Clearing**, click **Cheque Deposit** or specify **Cheque Deposit** in the search icon bar and select the screen.

The **Cheque Deposit** screen is displayed.



**Figure 7-2 Cheque Deposit**

2. On the **Cheque Deposit** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 7-2 Cheque Deposit (GL Mode) - Field Description**

Field	Description
<b>Cheque Amount</b>	Specify the currency and amount mentioned in the cheque that needs to be deposited in the account.
<b>Cheque Date</b>	Specify the cheque issued date.
<b>Deposit Mode</b>	Select the deposit mode as <b>GL</b> from the drop-down values.
<b>Payee GL</b>	Specify the customer GL number in which the cheque needs to be deposited.
<b>GL Description</b>	Displays the description of the specified Payee GL.
<b>GL Currency</b>	Select the GL currency from the list of values.
<b>Cheque Number</b>	Specify the MICR number displayed on the cheque.

Table 7-2 (Cont.) Cheque Deposit (GL Mode) - Field Description






Field	Description
<b>Drawer Account</b>	Specify the account number on which the cheque is drawn.
<b>Drawer Name</b>	Specify the name of the drawer account.
<b>Network Code</b>	Specify the network code.   <b>Note:</b> You can also select from the list of maintained clearing codes.
<b>Routing Number</b>	Specify the routing number for cheque clearance. The list of values will call the Oracle Banking Payments service to fetch the list of routing numbers based on the <b>Network Code</b> selected.
<b>Cheque Deposit Date</b>	Displays the current posting date as the cheque deposit date.
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate if it is needed to perform the transaction using negotiated value.   <b>Note:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.
<b>Negotiated Reference Number</b>	Specify the reference number for the negotiated cost rate.   <b>Note:</b> This field is applicable only if the transaction involves cross currency.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the cheque currency into transaction currency, and it can be modified.   <b>Note:</b> If the transfer 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 the <b>Function Code Indicator</b> level is set as <b>Y</b> .

Table 7-2 (Cont.) Cheque Deposit (GL Mode) - Field Description

Field	Description
<b>Total Charges (LCY)</b>	Displays the total charge amount, which is computed by the system.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b> This field is displayed only if Multi-Currency Configuration at the Function Code Indicator level is set as Y.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>Cheque Deposit</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the Oracle Banking Payments system for Outward Clearing transaction processing with external system status as **Pending**.

After the transaction is processed and responded from the Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Journal Log** and completes the transaction.

## 7.2 Cheque Return

The Teller can use the **Cheque Return** 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 the cheque. In addition, an outward cheque transaction may get returned if the same is returned from the clearing house.

To perform cheque return:

1. On the Homepage, from **Teller** mega menu, under **Clearing**, click **Cheque Return** or specify **Cheque Return** in the search icon bar and select the screen.

The **Cheque Return** screen is displayed.

**Figure 7-3 Cheque Return**

2. On the **Cheque Return** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 7-3 Cheque Return - Field Description**

Field	Description
<b>Drawer Account</b>	Specify the drawer account number.
<b>Cheque Number</b>	Specify the cheque number.
<b>Query</b>	Click <b>Query</b> to fetch cheque details.
<b>Clear</b>	Click <b>Clear</b> 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.

Table 7-3 (Cont.) Cheque Return - Field Description

Field	Description
<b>Payee Account</b>	Displays the payee account number.
<b>Payee Name</b>	Displays the payee name.
<b>Payee Routing No.</b>	Displays the payee routing number.
<b>Return Type</b>	Displays the return type ( <b>Inward</b> and <b>Outward</b> ).
<b>Reject Code</b>	Select the reject code from the list of values.
<b>Reject Reason</b>	Displays the reason to reject.
<b>Total Charges</b>	Displays the total charge amount, which is computed by the system.
<b>Narrative</b>	Displays the default narrative as <b>Cheque Return</b> , and it can be modified.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

## 7.3 Inward Clearing Data Entry

The Teller can use the **Inward Clearing Data Entry** screen to initiate the inward processing of bulk instruments.

This screen supports to capture of 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 initiate the inward processing of bulk instruments:

- On the Homepage, from **Teller** mega menu, under **Clearing**, click **Inward Clearing Data Entry** or specify **Inward Clearing Data Entry** in the search icon bar and select the screen.

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

 **Note:**

Charges are not supported for this screen.

**Figure 7-4 Inward Clearing Data Entry**

2. On the **Inward Clearing Data Entry** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 7-4 Inward Clearing Data Entry - Field Description**






Field	Description
<b>New</b>	Click <b>New</b> to create a new clearing transaction and generate the batch reference number.
<b>Fetch</b>	Click <b>Fetch</b> to enable the field <b>Batch Reference Number</b> and input or select from the list of values. The list of values fetches only the batches that are saved and not submitted.
<b>Hold</b>	Click <b>Hold</b> to save the data entry made as part of the specified batch number.
<b>Batch Reference Number</b>	Displays the unique batch number, which is system generated.
<b>Instrument Currency</b>	Displays the current logged branch currency.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>You can also select the instrument currency from the drop-down values.</p> </div>

Table 7-4 (Cont.) Inward Clearing Data Entry - Field Description

Field	Description
<b>Total Amount</b>	Displays the total batch amount in instrument currency.
<b>Entry Details</b>	Specify the fields.
<b>Instrument Type</b>	Select the instrument type from the drop-down values.
<b>Drawer Account</b>	Specify the drawer account number.
<b>Account Name</b>	Displays the name of the account number specified.
<b>Account Branch</b>	Displays the branch code of the account number specified.
<b>Account Currency</b>	Displays the currency of the account number specified.
<b>Payee Account</b>	Specify the payee account number.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b> You can also select from the list of values. </div>
<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.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b> You can also select from the list of values. </div>
<b>Drawer Routing No</b>	Specify the routing number.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b> You can also select from the list of values. </div>
<b>Payee Routing Number</b>	Specify the routing number of the cheque.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b> You can also select from the list of values. </div>
<b>Narrative</b>	Displays the default narrative as <b>Inward Clearing Data Entry</b> , and it can be modified.
<b>Add Entry</b>	Click <b>Add Entry</b> to add multiple records in the table and allow modifying or deleting if required.

**Table 7-4 (Cont.) Inward Clearing Data Entry - Field Description**

Field	Description
Reset	Click <b>Reset</b> to clear the inputted entry details before you add the entries.

3. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On submission of data entry, the individual instrument details will be handed off to Oracle Banking Payments using Inward Clearing Service.

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

## 7.4 Outward Clearing Data Entry

The Teller can use the **Outward Clearing Data Entry** screen to initiate the bulk deposit of instruments.

This screen supports to capture of 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 initiate the bulk deposit of instruments:

1. On the Homepage, from **Teller** mega menu, under **Clearing**, click **Outward Clearing Data Entry** or specify **Outward Clearing Data Entry** in the search icon bar and select the screen.

The **Outward Clearing Data Entry** screen is displayed.


 **Note:**

Charges are not supported for this screen.




**Figure 7-5 Outward Clearing Data Entry**


2. On the **Outward Clearing Data Entry** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 7-5 Outward Clearing Data Entry - Field Description**

Field	Description
<b>New</b>	Click <b>New</b> to create a new clearing transaction and generate the batch reference number.
<b>Fetch</b>	Click <b>Fetch</b> to enable the field <b>Batch Reference Number</b> and input or select from the list of values. The list of values fetches only the batches that are saved and not submitted.
<b>Hold</b>	Click <b>Hold</b> to save the data entry made as part of the specified batch number.
<b>Batch Reference Number</b>	Displays the unique batch number, which is system generated.
<b>Instrument Currency</b>	Displays the current logged branch currency.   <b>Note:</b> You can also select the instrument currency from the drop-down values.
<b>Total Amount</b>	Displays the total batch amount in instrument currency.

**Table 7-5 (Cont.) Outward Clearing Data Entry - Field Description**

Field	Description
<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 the 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.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;">  <b>Note:</b> You can also select from the list of values. </div>
<b>Narrative</b>	Displays the default narrative as <b>Outward Clearing Data Entry</b> , and it can be modified.
<b>Add Entry</b>	Click <b>Add Entry</b> to add multiple records in the table, and it allows modifying or deleting if required.
<b>Reset</b>	Click <b>Reset</b> to clear the inputted entry details before you add the entries.

3. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the Oracle Banking Payments using Outward Clearing Service.

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

# 8

## Remittances

The Teller can use Remittances to issue demand drafts and banker's cheques, perform payment or cancellation of the issued remittances and perform further operations on the issued remittances.

This topic contains the following subtopics:

- [Banker's Cheque](#)  
The screens related to the Banker's Cheque (BC) can be used to issue BC, perform payment or cancellation of the issued BC, and perform further operations on the issued BC.
- [Demand Drafts](#)  
The screens related to the Demand Drafts (DD) can be used to issue DD, perform payment or cancellation of the issued DD, and perform further operations on the issued DD.
- [Cash Remittance](#)  
The screens related to the Cash Remittance can be used to issue remittance, perform payment or cancellation of the issued remittance, and perform further operations on the issued remittance.
- [Travellers Cheque](#)  
This sub-section describes the various screens used to perform the remittances related to Travellers Cheque. The screens are described in the following topics:
- [Instrument Status Update](#)  
The **Instrument Status Update** screen is used to change the status of used instrument numbers from 'Used' to 'Unused'. This screen is used only when an unused instrument is marked as 'Used' by the application.

### 8.1 Banker's Cheque

The screens related to the Banker's Cheque (BC) can be used to issue BC, perform payment or cancellation of the issued BC, and perform further operations on the issued BC.

This topic contains the following subtopics:

- [BC Issue Against Account](#)  
The Teller can use the **BC Issue Against Account** screen to issue a BC against the CASA of a customer.
- [BC Issue Against Walk-in](#)  
The Teller can use the **BC Issue Against Walk-in** screen to issue a BC by cash to the walk-in customers.
- [BC Issue Against GL](#)  
The Teller can use the **BC Issue Against GL** screen to issue a BC against a GL account.
- [BC Print and Reprint](#)  
The Teller can use the **BC Print-Reprint** screen to print a BC. It is also used to re-print the BC if it is not properly printed or to issue duplicate instruments.

- **BC Operations**  
The Teller can use the **BC Operations** screen to handle the life cycle processing of Banker's Cheque (BC) that is already issued.
- **Multi BC Issuance**  
The Teller can use the **Multi BC Issuance** screen to issue banker's cheques against multiple beneficiaries.

## 8.1.1 BC Issue Against Account

The Teller can use the **BC Issue Against Account** screen to issue a BC against the CASA of a customer.

To issue a BC against the savings account:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Issue - Account** or specify **BC Issue - Account** in the search icon bar and select the screen.

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

**Figure 8-1 BC Issue Against Account**

The screenshot displays the 'BC Issue Against Account' form. It is organized into several sections:

- Issuing Branch Code:** A text input field.
- Branch Name:** A text input field.
- Payable Bank Code:** A text input field with a search icon.
- Payable Bank Name:** A text input field.
- Payable Branch Code:** A text input field with a search icon.
- Payable Branch Name:** A text input field.
- BC Amount:** A text input field with a dropdown arrow.
- BC Date:** A date picker field showing '11/27, 2021'.
- MICR No:** A text input field.
- BC No:** A text input field.
- Payee Details:**
  - Payee Name:** A text input field.
  - Address Line 1:** A text input field.
  - Address Line 2:** A text input field.
  - Address Line 3:** A text input field.
  - Address Line 4:** A text input field.
  - Identification Type:** A dropdown menu.
  - Payee Identification Number:** A text input field.
- Narrative:** A text area containing 'BC Issuance Against Account'.
- Funding Details:** A collapsed section.
- Charge Details:** A collapsed section.



At the bottom right, there are three buttons: **Submit**, **Clear**, and **Cancel**.

2. On the **BC Issue Against Account** screen, specify the fields. For more information on fields, refer to the field description table.


 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-1 BC Issue Against Account - Field Description**

Field	Description
<b>Issuing Branch Code</b>	Displays the code of the logged-in branch.
<b>Branch Name</b>	Displays the description of issuing branch.
<b>Payable Bank Code</b>	<p>Select the payable bank code. The list of values contains the bank codes maintained using the <b>External Bank Code Maintenance</b> screen.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;">  <b>Note:</b>            To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code. The <b>Payable Branch Code</b> and <b>Payable Branch Name</b> fields will be enabled after you specify the <b>Payable Bank Code</b>.         </div>
<b>Payable Bank Name</b>	Displays the name of the selected bank code.
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contains the corresponding branch codes maintained using the <b>Bank Code Maintenance</b> screen.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<b>BC Amount</b>	Select the BC currency from the drop-down list and specify the BC amount.
<b>BC Date</b>	<p>Select the date that needs to be mentioned in the BC.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;">  <b>Note:</b>            By default, the current posting date is displayed.         </div>
<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>Mode of Charge</b>	Select the mode of charge from the drop-down values ( <b>Account</b> or <b>Other Account</b> ).

**Table 8-1 (Cont.) BC Issue Against Account - Field Description**

Field	Description
<b>Charge Account</b>	<p>Specify the charge account number. The following conditions apply 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>, the user needs to capture the account from which the charges are to be deducted.</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin: 10px 0;"> <p> <b>Note:</b></p> <p>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 the user can input the valid account number.</p> </div> <ul style="list-style-type: none"> <li>If <b>Mode of Charge</b> is selected as <b>Other Account</b>, the user needs to capture another account number.</li> </ul>
<b>Payee Details</b>	Specify the fields.
<b>Payee Name</b>	Specify the payee name on which the BC is drawn.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.
<b>Identification Type</b>	Select the identification type of the payee from the drop-down list.
<b>Payee Identification Number</b>	Specify the identification number of the payee.
<b>Narrative</b>	Displays the default narrative as <b>BC Issuance Account</b> , and it can be modified.

- Click on the **Funding Details** data segment.  
The **Funding Details** data segment is displayed.

**Figure 8-2 Funding Details**

- In the **Funding Details** data segment, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-2 Funding Details - Field Description**





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>Note:</b>  The system validates the status of the cheque and prompts an error message if incase of a Used or Stopped or Invalid cheque.
<b>Cheque Date</b>	Specify the date as mentioned in the cheque.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the BC 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 will display the exchange rate as 1. This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y.
<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 Multi-Currency Configuration at the Function Code Indicator level is set as Y.
<b>Mode of Charge</b>	Select the mode of charge from the following drop-down values ( <b>Account</b> or <b>Other Account</b> ).
<b>Charge Account</b>	This field is populated based on the following criteria: <ul style="list-style-type: none"> <li>• If <b>Account</b> is selected as <b>Mode of Charge</b>, the drawer account number will be selected as charge account.</li> <li>• If <b>Other Account</b> is selected as <b>Mode of Charge</b>, specify the other account number in this field.</li> </ul>

Table 8-2 (Cont.) Funding Details - Field Description

Field	Description
<b>Total Charges</b>	<p>Displays the total charges applicable for the BC issuance.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration</code> at the <code>Function Code Indicator</code> level is set as <code>Y</code>.</p> </div>

5. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
6. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the Oracle Banking Payments system for instruments processing with external system status as **Pending**.

After the transaction is processed and responded from the Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Journal Log** and completes the transaction.

 **Note:**

System shall automate the completion of payment transactions from Journal log, once the 'Success' notification is received from Oracle Banking Payments based on the flag `Auto Processing` as `Y` in `TRANSACTION.SRV_TM_BC_PARAM_DTLS`. (When `Auto Processing` is 'N', then `Maker-Checker-Maker-Maker` and when `Auto Processing` is `Y` then `Maker-Checker-Maker`).

## 8.1.2 BC Issue Against Walk-in

The Teller can use the **BC Issue Against Walk-in** screen to issue a BC by cash to the walk-in customers.

To issue a BC to the walk-in customers:



1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Issue - Walk-in** or specify **BC Issue - Walk-in** in the search icon bar and select the screen.  
The **BC Issue Against Walk-in** screen is displayed.

**Figure 8-3 BC Issue Against Walk-in**

2. On the **BC Issue Against Walk-in** screen, specify the fields. For more information on fields, refer to the field description table.



 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-3 BC Issue Against Walk-in - Field Description**

Field	Description
<b>Issuing Branch Code</b>	Displays the code of the logged-in branch.
<b>Branch Name</b>	Displays the description of issuing branch.

**Table 8-3 (Cont.) BC Issue Against Walk-in - Field Description**

Field	Description
<b>Payable Bank Code</b>	<p>Select the payable bank code. The list of values contains the bank codes maintained using the <b>External Bank Code Maintenance</b> screen.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code. The fields <b>Payable Branch Code</b> and <b>Payable Branch Name</b> will be enabled after you specify the <b>Payable Bank Code</b>.</p> </div>
<b>Payable Bank Name</b>	Displays the name of the selected bank code.
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contains the corresponding branch codes maintained using the <b>Bank Code Maintenance</b> screen.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<b>BC Amount</b>	Select the BC currency from the drop-down list and specify the BC amount.
<b>BC Date</b>	<p>Select the date that needs to be mentioned in the BC.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>By default, the current posting date is displayed.</p> </div>
<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 as <b>BC Issuance Against Walk-in</b> , and it can be modified.

- Click on the **Funding Details** data segment.  
The **Funding Details** data segment is displayed.

**Figure 8-4 Funding Details**

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

- Transaction Amount \***: A dropdown menu and a text input field.
- Drawer Name \***: A text input field.
- Address Line 1**, **Address Line 2**, **Address Line 3**, and **Address Line 4**: Four text input fields.
- Identification Type**: A dropdown menu with 'Select' as the current value.
- Identification Number**: A text input field.
- Exchange Rate**: A dropdown menu with up and down arrow buttons.
- Total Charges**: A text input field.

4. In the **Funding Details** data segment, specify the fields. For more information on fields, refer to the field description table.


**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-4 Funding Details - Field Description**

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.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 the <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>

Table 8-4 (Cont.) Funding Details - Field Description

Field	Description
<b>Total Charges</b>	<p>Displays the total charges applicable for the BC issuance.</p> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p> </div>

5. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
6. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
7. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the Oracle Banking Payments system for instruments processing with external system status as **Pending**.

After the transaction is processed and responded from the Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Journal Log** and completes the transaction.

### 8.1.3 BC Issue Against GL

The Teller can use the **BC Issue Against GL** screen to issue a BC against a GL account.


To issue a BC against a GL account:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Issue - GL** or specify **BC Issue - GL** in the search icon bar and select the screen.

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

**Figure 8-5 BC Issue Against GL**




2. On the **BC Issue Against GL** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 8-5 BC Issue Against GL - Field Description**

Field	Description
<b>Issuing Branch Code</b>	Displays the logged-in branch code.
<b>Branch Name</b>	Displays the description of issuing branch.

Table 8-5 (Cont.) BC Issue Against GL - Field Description

Field	Description
<b>Payable Bank Code</b>	<p>Select the payable bank code. The list of values contains the bank codes maintained using the <b>External Bank Code Maintenance</b> screen.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code. The fields <b>Payable Branch Code</b> and <b>Payable Branch Name</b> will be enabled after you specify the <b>Payable Bank Code</b>.</p> </div>
<b>Payable Bank Name</b>	Displays the name of the selected bank code.
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contains the corresponding branch codes maintained using the <b>Bank Code Maintenance</b> screen.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<b>BC Amount</b>	Select the BC currency from the drop-down list and the BC amount.
<b>BC Date</b>	<p>Select the date that needs to be mentioned in the BC.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>By default, the current posting date is displayed.</p> </div>
<b>BC No</b>	<p>Specify the instrument number and validate.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If not specified, the system generates the BC number based on the maintenance setup.</p> </div>
<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 as <b>BC Issuance Against GL</b> , and it can be modified.

- Click on the **Funding Details** data segment.  
The **Funding Details** data segment is displayed.

**Figure 8-6 Funding Details**

- In the **Funding Details** data segment, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-6 Funding Details - Field Description**

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 of 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.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the Oracle Banking Payments system for instruments processing with external system status as **Pending**.

After the transaction is processed and responded from the Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Journal Log** and completes the transaction.

## 8.1.4 BC Print and Reprint

The Teller can use the **BC Print-Reprint** screen to print a BC. It is 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 print or reprint a BC:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Print-Reprint** or specify **BC Print-Reprint** in the search icon bar and select the screen.

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

**Figure 8-7 BC Print-Reprint**

The screenshot shows the 'BC Print-Reprint' interface with the following fields:

- Bankers Cheque No \***: Text input field.
- Print Type \***: Drop-down menu.
- Issuing Branch Code**: Text input field.
- BC Date**: Date picker.
- Drawer Name**: Text input field.
- Beneficiary Details:-**
  - Beneficiary Name**: Text input field.
  - Address Line 1**: Text input field.
  - Address Line 3**: Text input field.
- Reprint Count**: Text input field.
- Narrative \***: Text input field.
- Issue Branch Code \***: Searchable text input field with 'Query' and 'Clear' buttons.
- BC Amount**: Text input field.
- BC Status**: Text input field.
- Identification Details**
  - Address Line 2**: Text input field.
  - Address Line 4**: Text input field.

Buttons at the bottom right: **Submit**, **Clear**, **Cancel**.

2. On the **BC Print-Reprint** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**


The fields, which are marked with an asterisk, are mandatory.

**Table 8-7 BC Print-Reprint - Field Description**

Field	Description
<b>Bankers Cheque 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.



Table 8-7 (Cont.) BC Print-Reprint - Field Description

Field	Description
<b>Query</b>	Click <b>Query</b> to fetch details of the 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's 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.   <b>Note:</b> This is applicable only for the reprint option.
<b>Narrative</b>	Displays the default narrative as <b>Print/Reprint</b> , and it can be modified.

3. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

## 8.1.5 BC Operations

The Teller can use the **BC Operations** screen to handle the life cycle processing of Banker's Cheque (BC) that is already issued.

This topic contains the following subtopics:

- [BC Inquiry](#)  
The Teller can use the **BC Operations** screen to inquire about the details of BC.
- [BC Revalidation](#)  
The Teller can use the **BC Operations** screen to revalidate an instrument that is in expired status.

- [BC Duplicate Issue](#)  
The Teller can use the **BC Operations** screen to issue the instrument if the customer or banker lost the instrument or if the instrument is damaged.
- [BC Payment Reversal](#)  
The Teller can use the **BC Operations** screen to make the reversal of payment for BC. Reversal of BC Payment is not supported through Electronic Journal/Service Journal.
- [BC Payment by Account](#)  
The Teller can use the **BC Operations** screen to make payment against a BC.
- [BC Payment by Cash](#)  
The Teller can use the **BC Operations** screen to make payment against a BC.
- [BC Payment by GL](#)  
The Teller can use the **BC Operations** screen to make payment against a BC.
- [BC Refund by Account](#)  
The Teller can use the **BC Operations** screen to refund the amount against a BC.
- [BC Refund by Cash](#)  
The Teller can use the **BC Operations** screen to refund the amount against a BC.
- [BC Refund by GL](#)  
The Teller can use the **BC Operations** screen to refund the amount against a BC.
- [Cancel BC by Account](#)  
The Teller can use the **BC Operations** screen to cancel a BC.
- [Cancel BC by Cash](#)  
The Teller can use the **BC Operations** screen to cancel a BC.
- [Cancel BC by GL](#)  
The Teller can use the **BC Operations** screen to cancel a BC.

### 8.1.5.1 BC Inquiry

The Teller can use the **BC Operations** screen to inquire about the details of BC.

To inquire the details of BC:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Operations** or specify **BC Operations** in the search icon bar and select the screen.

The **BC Operations** screen is displayed.

Figure 8-8 BC Operations - Inquiry

2. On the **BC Operations** screen, specify the fields. For more information on fields, refer to the field description table.


 **Note:**

The fields, which are marked with an asterisk, are mandatory.

Table 8-8 BC Operations (Inquiry) - Field Description

Field	Description
<b>Operation Type</b>	Select the type <b>Inquiry</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch Code</b>	Select the branch code where the instrument is issued from the LOV. After you specify the <b>Issue Branch Code</b> and <b>Bankers Cheque No</b> , press the <b>Tab</b> key. The system will make a service call to the Oracle Banking Payments and fetch the banker's cheque details.
<b>BC Currency</b>	Specify BC Currency to query instrument details.
<b>Query</b>	Click this icon to fetch instrument details.
<b>BC Details</b>	Displays the details of BC under this segment.
<b>Issue Branch</b>	Displays the logged-in branch code.
<b>Payable Bank Code</b>	Displays the payable bank code.
<b>Payable Branch</b>	Displays the payable branch for the BC.
<b>BC Amount</b>	Displays the BC currency and the BC amount.
<b>MICR No</b>	Displays the MICR number.
<b>Issue Date</b>	Displays the issue date mentioned in the BC.
<b>Issue Mode</b>	Displays the issue mode of the BC.
<b>Bankers Cheque Status</b>	Displays the status of the BC.
<b>Narrative</b>	Displays the default narrative as <b>BC Inquiry</b> , and it can be modified.

**Table 8-8 (Cont.) BC Operations (Inquiry) - Field Description**

Field	Description
<b>Revalidation Date</b>	Displays the date of BC revalidation.
<b>Duplicate Issue Date</b>	Displays the duplicate issue date of BC.
<b>Liquidation Date</b>	Displays the liquidation date of BC.
<b>Liquidation Mode</b>	Displays the liquidation mode of BC.
<b>Beneficiary Details</b>	Specify the fields.
<b>Beneficiary Name</b>	Displays the beneficiary's 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> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.</p> </div>
<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.
<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.

## 8.1.5.2 BC Revalidation

The Teller can use the **BC Operations** screen to revalidate an instrument that is in expired status.

When a customer requests for revalidation of an 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 the Instrument type level
- The instrument is not liquidated, canceled, or refunded
- The instrument is issued, revalidated, or duplicate issued but not liquidated/refunded/canceled
- Rule based authorization is not supported for revalidation

To revalidate an instrument:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Operations** or specify **BC Operations** in the search icon bar and select the screen.

The **BC Operations** screen is displayed.

**Figure 8-9 BC Operations - Revalidate**

The screenshot shows the 'BC Operations' screen with the following fields and controls:



- BC No \***: Text input field.
- Issue Branch \***: Searchable dropdown menu.
- Operation Type \***: Dropdown menu with 'Revalidate' selected.
- Revalidation Date \***: Date picker.
- New Expiry Date**: Date picker.
- Mode of Charge**: Dropdown menu.
- Charge Account**: Text input field.
- Narrative \***: Text input field containing 'BC Revalidation'.
- Charge Details**: Expandable section.
- View BC Details**: Expandable section.
- Submit**, **Clear**, and **Cancel**: Action buttons at the bottom right.

2. On the **BC Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-9 BC Operations (Revalidate) - Field Description**

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.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>By default, the system date is displayed as the revalidation date.</p> </div>
<b>New Expiry Date</b>	Displays the new expiry date based on the specified revalidation date.
<b>Mode of Charge</b>	Select the mode of charge from the drop-down values ( <b>Account</b> or <b>Cash</b> ).
<b>Charge Account</b>	Specify the charge account number. The following conditions apply based on the value selected for <b>Mode of Charge</b> : <ul style="list-style-type: none"> <li>If the <b>Mode of Charge</b> is selected as <b>Account</b>, the user needs to capture the account from which the charges are to be deducted.</li> </ul> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 the user can input the valid account number.</p> </div> <ul style="list-style-type: none"> <li>If <b>Mode of Charge</b> is selected as <b>Cash</b>, the 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.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click on the **View BC Details** data segment to view the additional details of the BC.

 **Note:**

This data segment is non-editable.

**5. Click Submit.**

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 the Oracle Banking Payments, the system will discard the transaction.

### 8.1.5.3 BC Duplicate Issue

The Teller can use the **BC Operations** screen to issue the instrument if the customer or banker lost the instrument or if the instrument is damaged.

In case of a request raised by the customer, additional charges will be deducted while issuing again. The system will allow for duplicate issue only if:

- The duplicate issue is allowed at the instrument type level
- The instrument is not liquidated, canceled, or refunded
- The instrument is issued or revalidated but not liquidated/refunded/canceled
- Rule based authorization is not supported for duplicate issue

To issue a duplicate instrument:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Operations** or specify **BC Operations** in the search icon bar and select the screen.

The **BC Operations** screen is displayed.

**Figure 8-10 BC Operations - Duplicate Issue**

2. On the **BC Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**


The fields, which are marked with an asterisk, are mandatory.

**Table 8-10 BC Operations (Duplicate Issue) - Field Description**

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 a duplicate issue date, and it can be modified.
<b>Duplicate BC No</b>	Specify the duplicate banker's 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> ).



Table 8-10 (Cont.) BC Operations (Duplicate Issue) - Field Description

Field	Description
<b>Charge Account</b>	<p>Specify the charge account number. The following conditions apply 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>, the user needs to capture the account from which the charges are to be deducted.</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin: 10px 0;"> <p> <b>Note:</b></p> <p>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 the user can input the valid account number.</p> </div> <ul style="list-style-type: none"> <li>If <b>Mode of Charge</b> is selected as <b>Cash</b>, the 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.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click on the **View BC Details** data segment to view the additional details of the BC.

 **Note:**

This data segment is non-editable.

- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

### 8.1.5.4 BC Payment Reversal

The Teller can use the **BC Operations** screen to make the reversal of payment for BC. Reversal of BC Payment is not supported through Electronic Journal/Service Journal.

To make the reversal of payment for BC:

- On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Operations** or specify **BC Operations** in the search icon bar and select the screen.

The **BC Operations** screen is displayed.

**Figure 8-11 BC Operations - Payment Reversal**

2. On the **BC Operations** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-11 BC Operations (Payment Reversal) - Field Description**

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.
<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.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click on the **View BC Details** data segment to view the additional details of the BC.

**Note:**

This data segment is non-editable.

5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 the Oracle Banking Payments, the system will discard the transaction.

### 8.1.5.5 BC Payment by Account

The Teller can use the **BC Operations** screen to make payment against a BC.

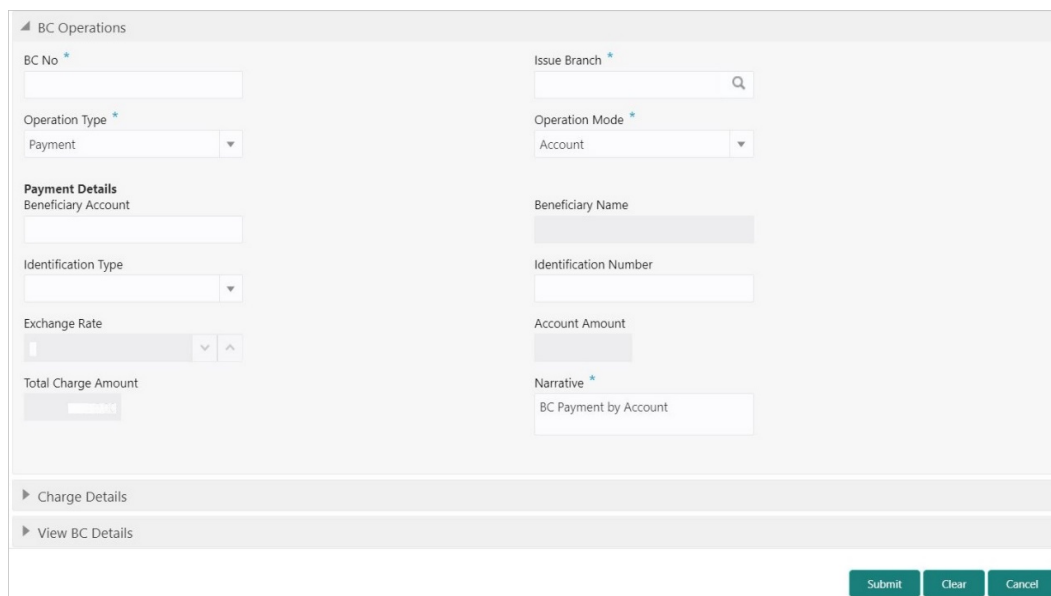
The BC payment is credited to the beneficiary customer account when the operation mode is **Account**.

To make payment against a BC:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Operations** or specify **BC Operations** in the search icon bar and select the screen.

The **BC Operations** screen is displayed.

**Figure 8-12 BC Operations - Payment by Account**



The screenshot shows the 'BC Operations' form with the following fields and sections:



- BC No \***: Text input field.
- Issue Branch \***: Text input field with a search icon.
- Operation Type \***: Dropdown menu with 'Payment' selected.
- Operation Mode \***: Dropdown menu with 'Account' selected.
- Payment Details**:
  - Beneficiary Account**: Text input field.
  - Beneficiary Name**: Text input field.
  - Identification Type**: Dropdown menu.
  - Identification Number**: Text input field.
  - Exchange Rate**: Text input field with up/down arrows.
  - Account Amount**: Text input field.
  - Total Charge Amount**: Text input field.
  - Narrative \***: Text input field containing 'BC Payment by Account'.
- Charge Details**: Expandable section.
- View BC Details**: Expandable section.
- Buttons**: Submit, Clear, and Cancel.

2. On the **BC Operations** screen, specify the fields. For more information on fields, refer to the field description table.


 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-12 BC Operations (Payment by Account) - Field Description**

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>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's 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> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 the <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>
<b>Account Amount</b>	<p>Displays the account amount.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Multi-Currency Configuration</b> at the <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>

**Table 8-12 (Cont.) BC Operations (Payment by Account) - Field Description**

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

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click on the **View BC Details** data segment to view the additional details of the BC.

 **Note:**

This data segment is non-editable.

- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 the Oracle Banking Payments, the system will discard the transaction.

### 8.1.5.6 BC Payment by Cash

The Teller can use the **BC Operations** screen to make payment against a BC.

The BC payment is made by cash to the beneficiary when the operation mode is **Cash**.

To make payment against a BC:

- On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Operations** or specify **BC Operations** in the search icon bar and select the screen.

The **BC Operations** screen is displayed.

**Figure 8-13 BC Operations - Payment by Cash**

The screenshot shows the 'BC Operations' form with the following fields and sections:

- BC No \***: Text input field.
- Issue Branch \***: Text input field with a search icon.
- Operation Type \***: Drop-down menu with 'Payment' selected.
- Operation Mode \***: Drop-down menu with 'Cash' selected.
- Payment Details**: Section containing:
  - Transaction Amount**: Drop-down menu.
  - Identification Type**: Drop-down menu.
  - Exchange Rate**: Input field with up/down arrows.
  - Narrative \***: Text area containing 'BC Payment by Cash'.
- Beneficiary Name**: Text input field.
- Identification Number**: Text input field.
- Total Charge Amount**: Text input field.
- Charge Details**: Section with a right-pointing arrow.
- Denomination**: Section with a right-pointing arrow.
- View BC Details**: Section with a right-pointing arrow.
- Buttons**: 'Submit', 'Clear', and 'Cancel' buttons at the bottom right.

2. On the **BC Operations** screen, specify the fields. For more information on fields, refer to the field description table.



 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-13 BC Operations (Payment by Cash) - Field Description**

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>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.

Table 8-13 (Cont.) BC Operations (Payment by Cash) - Field Description

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

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
- Click on the **View BC Details** data segment to view the additional details of the BC.

 **Note:**

This data segment is non-editable.

- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 the Oracle Banking Payments, the system will discard the transaction.

### 8.1.5.7 BC Payment by GL

The Teller can use the **BC Operations** screen to make payment against a BC.

The BC payment is credited to the GL account when the operation mode is **GL**.

To make payment against a BC:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Operations** or specify **BC Operations** in the search icon bar and select the screen.

The **BC Operations** screen is displayed.

**Figure 8-14 BC Operations - Payment by GL**

2. On the **BC Operations** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**




The fields, which are marked with an asterisk, are mandatory.

**Table 8-14 BC Operations (Payment by GL) - Field Description**

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.



Table 8-14 (Cont.) BC Operations (Payment by GL) - Field Description

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>GL</b> from the drop-down values.
<b>Payment Details</b>	Specify the details under this segment.
<b>GL Account</b>	Specify the GL account number.
<b>GL Currency</b>	Displays the currency of the specified GL account.
<b>GL Branch</b>	Displays the branch code of the specified GL account.
<b>Exchange Rate</b>	Displays the exchange rate, and it can be modified.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi-Currency Configuration at the Function Code Indicator level is set as Y.</p> </div>
<b>Account Amount</b>	Displays the account amount.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y.</p> </div>
<b>Total Charge Amount</b>	Displays the total charge amount.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>BC Payment by GL</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click on the **View BC Details** data segment to view the additional details of the BC.

 **Note:**

This data segment is non-editable.

5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 the Oracle Banking Payments, the system will discard the transaction.

### 8.1.5.8 BC Refund by Account

The Teller can use the **BC Operations** screen to refund the amount against a BC.

The BC refund amount is credited to the beneficiary customer account when the operation mode is **Account**.

To refund the amount:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Operations** or specify **BC Operations** in the search icon bar and select the screen.

The **BC Operations** screen is displayed.

**Figure 8-15 BC Operations - Refund by Account**

The screenshot shows a web form for 'BC Operations'. The form is divided into several sections:

- BC No \***: A text input field.
- Issue Branch \***: A search input field with a magnifying glass icon.
- Operation Type \***: A dropdown menu with 'Refund' selected.
- Operation Mode \***: A dropdown menu with 'Account' selected.
- Refund Details**: A section containing:
  - Beneficiary Account**: A text input field.
  - Identification Type**: A dropdown menu.
  - Exchange Rate**: A numeric input field with up/down arrows.
  - Total Charge Amount**: A text input field.
- Beneficiary Name**: A text input field.
- Identification Number**: A text input field.
- Account Amount**: A text input field.
- Narrative \***: A text input field containing 'BC Refund by Account'.

At the bottom of the form, there are three buttons: 'Submit', 'Clear', and 'Cancel'. There are also expandable sections for 'Charge Details' and 'View BC Details'.

2. On the **BC Operations** screen, specify the fields. For more information on fields, refer to the field description table.



 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-15 BC Operations (Refund by Account) - Field Description**

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.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Beneficiary Name</b>	Displays the beneficiary's 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.

**Table 8-15 (Cont.) BC Operations (Refund by Account) - Field Description**

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

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click on the **View BC Details** data segment to view the additional details of the BC.

 **Note:**

This data segment is non-editable.

- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 the Oracle Banking Payments, the system will discard the transaction.

### 8.1.5.9 BC Refund by Cash

The Teller can use the **BC Operations** screen to refund the amount against a BC.

The BC refund is made by cash to the beneficiary when the operation mode is **Cash**.

To refund the amount:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Operations** or specify **BC Operations** in the search icon bar and select the screen.

The **BC Operations** screen is displayed.

**Figure 8-16 BC Operations - Refund by Cash**

The screenshot shows the 'BC Operations' screen with the following fields and sections:

- BC No \***: Text input field.
- Issue Branch \***: Text input field with a search icon.
- Operation Type \***: Dropdown menu with 'Refund' selected.
- Operation Mode \***: Dropdown menu with 'Cash' selected.
- Refund Details**:
  - Transaction Amount**: Text input field.
  - Identification Type**: Dropdown menu.
  - Exchange Rate**: Text input field with up/down arrows.
- Beneficiary Name**: Text input field.
- Identification Number**: Text input field.
- Total Charge Amount**: Text input field.
- Narrative \***: Text input field with 'BC Refund by Cash' entered.
- Charge Details**: Expandable section.
- Denomination**: Expandable section.
- View BC Details**: Expandable section.
- Buttons**: Submit, Clear, and Cancel.

2. On the **BC Operations** screen, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-16 BC Operations (Refund by Cash) - Field Description**

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.

**Table 8-16 (Cont.) BC Operations (Refund by Cash) - Field Description**

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>Refund 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>	Displays the exchange rate, and it can be modified.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>
<b>Total Charge Amount</b>	Displays the account amount.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Total Charges Configuration</b> at <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>BC Refund by Cash</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
5. Click on the **View BC Details** data segment to view the additional details of the BC.

 **Note:**

This data segment is non-editable.

6. Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 the Oracle Banking Payments, the system will discard the transaction.

### 8.1.5.10 BC Refund by GL

The Teller can use the **BC Operations** screen to refund the amount against a BC.

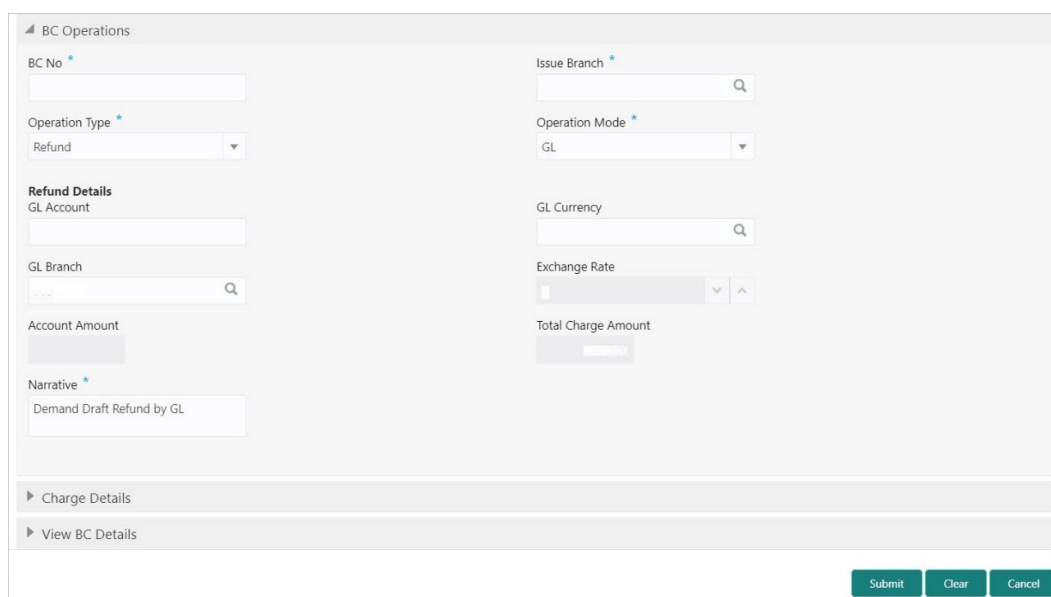
The BC payment is credited to the GL account when the operation mode is **GL**.

To refund the amount:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Operations** or specify **BC Operations** in the search icon bar and select the screen.

The **BC Operations** screen is displayed.

**Figure 8-17 BC Operations - Refund by GL**



The screenshot shows the 'BC Operations' screen with the following fields and controls:




- BC No \***: Text input field.
- Issue Branch \***: Text input field with a search icon.
- Operation Type \***: Dropdown menu with 'Refund' selected.
- Operation Mode \***: Dropdown menu with 'GL' selected.
- Refund Details** section:
  - GL Account**: Text input field.
  - GL Branch**: Text input field with a search icon.
  - Account Amount**: Text input field.
  - Narrative \***: Text input field containing 'Demand Draft Refund by GL'.
- GL Currency**: Text input field with a search icon.
- Exchange Rate**: Text input field with up/down arrows.
- Total Charge Amount**: Text input field.
- Charge Details**: Collapsible section.
- View BC Details**: Collapsible section.
- Buttons**: Submit, Clear, and Cancel.

2. On the **BC Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-17 BC Operations (Refund by GL) - Field Description**

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.
<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> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration at Function Code Indicator</code> level is set as <code>Y</code>.</p> </div>
<b>Account Amount</b>	<p>Displays the account amount.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Multi-Currency Configuration at Function Code Indicator</code> level is set as <code>Y</code>.</p> </div>
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration at Function Code Indicator</code> level is set as <code>Y</code>.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>BC Refund by GL</b> , and it can be modified.



3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click on the **View BC Details** data segment to view the additional details of the BC.

 **Note:**

This data segment is non-editable.

5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 the Oracle Banking Payments, the system will discard the transaction.

### 8.1.5.11 Cancel BC by Account

The Teller can use the **BC Operations** screen to cancel a BC.

The BC cancellation amount is credited to a customer account when the operation mode is **Account**.

To cancel a BC:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Operations** or specify **BC Operations** in the search icon bar and select the screen.

The **BC Operations** screen is displayed.

**Figure 8-18 BC Operations - Cancel by Account**

2. On the **BC Operations** screen, specify the fields. For more information on fields, refer to the field description table.




 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-18 BC Operations (Cancel by Account) - Field Description**

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.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Beneficiary Name</b>	Displays the beneficiary's 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.

Table 8-18 (Cont.) BC Operations (Cancel by Account) - Field Description

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

- Click on the **View BC Details** data segment to view the additional details of the BC.

 **Note:**

This data segment is non-editable.

- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 the Oracle Banking Payments, the system will discard the transaction.

### 8.1.5.12 Cancel BC by Cash

The Teller can use the **BC Operations** screen to cancel a BC.

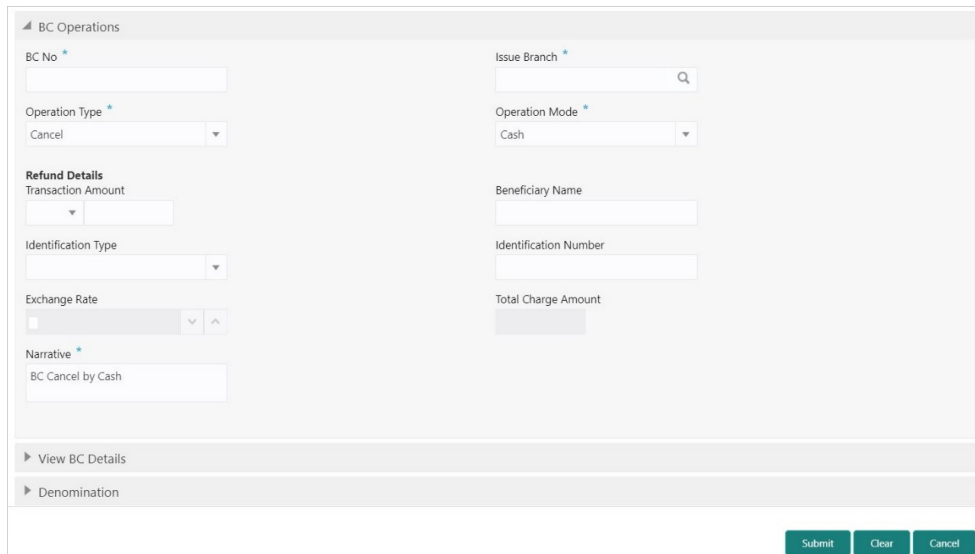
The BC cancellation amount is paid by cash to the beneficiary when the operation mode is **Cash**.

To cancel a BC:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Operations** or specify **BC Operations** in the search icon bar and select the screen.

The **BC Operations** screen is displayed.

**Figure 8-19 BC Operations - Cancel by Cash**



The screenshot shows the 'BC Operations' screen with the following fields and controls:



- BC No \***: Text input field.
- Issue Branch \***: Text input field with a search icon.
- Operation Type \***: Dropdown menu set to 'Cancel'.
- Operation Mode \***: Dropdown menu set to 'Cash'.
- Refund Details**: Section header.
- Transaction Amount**: Text input field.
- Identification Type**: Dropdown menu.
- Exchange Rate**: Text input field with up/down arrows.
- Narrative \***: Text input field containing 'BC Cancel by Cash'.
- Beneficiary Name**: Text input field.
- Identification Number**: Text input field.
- Total Charge Amount**: Text input field.
- View BC Details**: Expandable section.
- Denomination**: Expandable section.
- Submit**, **Clear**, and **Cancel**: Action buttons at the bottom right.

2. On the **BC Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-19 BC Operations (Cancel by Cash) - Field Description**

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.
<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>	Displays the exchange rate, and it can be modified. <div data-bbox="771 1035 898 1075" data-label="Section-Header"> <b>Note:</b></div> <div data-bbox="813 1092 1417 1239" data-label="Text"> <p>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 <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>
<b>Total Charge Amount</b>	Displays the account amount. <div data-bbox="771 1413 898 1453" data-label="Section-Header"> <b>Note:</b></div> <div data-bbox="813 1470 1408 1558" data-label="Text"> <p>This field is displayed only if <b>Total Charges Configuration</b> at <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>BC Cancel by Cash</b> , and it can be modified.

- Click on the **View BC Details** data segment to view the additional details of the BC.

 **Note:**

This data segment is non-editable.

4. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 the Oracle Banking Payments, the system will discard the transaction.

### 8.1.5.13 Cancel BC by GL

The Teller can use the **BC Operations** screen to cancel a BC.

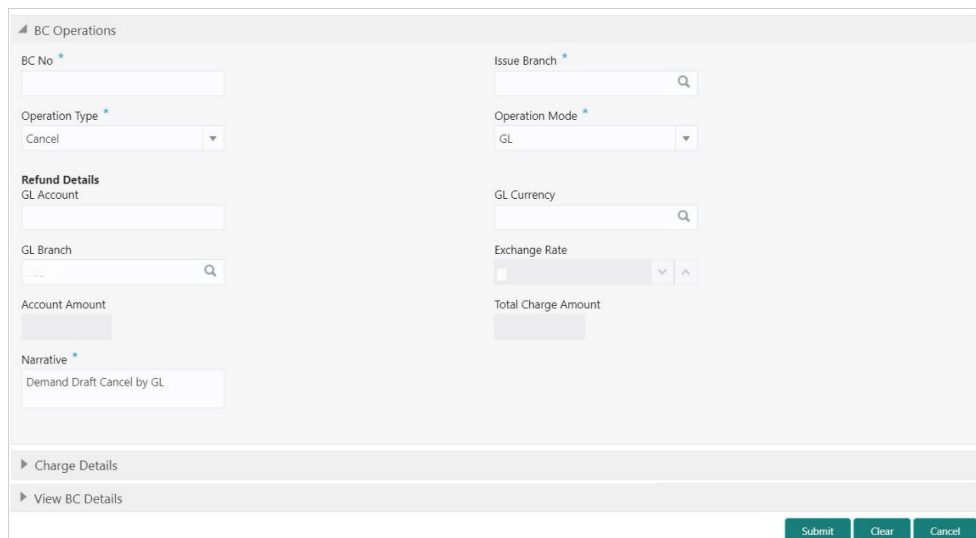
The BC cancellation amount is credited to the GL account when the operation mode is **GL**.

To cancel a BC:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **BC Operations** or specify **BC Operations** in the search icon bar and select the screen.

The **BC Operations** screen is displayed.

**Figure 8-20 BC Operations - Cancel by GL**



The screenshot shows the 'BC Operations' screen with the following fields and values:

- BC No**: [Empty text field]
- Issue Branch**: [Searchable text field]
- Operation Type**: Cancel (dropdown menu)
- Operation Mode**: GL (dropdown menu)
- Refund Details**:
  - GL Account**: [Empty text field]
  - GL Branch**: [Searchable text field]
  - Account Amount**: [Empty text field]
- Narrative**: Demand Draft Cancel by GL (text area)
- Exchange Rate**: [Empty text field with up/down arrows]
- Total Charge Amount**: [Empty text field]



At the bottom right, there are three buttons: **Submit**, **Clear**, and **Cancel**.

- On the **BC Operations** screen, specify the fields. For more information on fields, refer to the field description table.


 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-20 BC Operations (Cancel by GL) - Field Description**

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.
<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> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 the Function Code Indicator level is set as <b>Y</b>.</p> </div>
<b>Account Amount</b>	<p>Displays the account amount.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Multi-Currency Configuration</b> at the Function Code Indicator level is set as <b>Y</b>.</p> </div>

**Table 8-20 (Cont.) BC Operations (Cancel by GL) - Field Description**

Field	Description
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration</code> at <code>Function Code Indicator</code> level is set as <code>Y</code>.</p> </div>
<b>Narrative</b>	<p>Displays the default narrative as <b>BC Cancel by GL</b>, and it can be modified.</p>

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click on the **View BC Details** data segment to view the additional details of the BC.

 **Note:**

This data segment is non-editable.

5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 the Oracle Banking Payments, the system will discard the transaction.

## 8.1.6 Multi BC Issuance

The Teller can use the **Multi BC Issuance** screen to issue banker's cheques against multiple beneficiaries.

This topic contains the following subtopics:



- **Multi BC Issuance Against Account**  
The Teller can use the **Multi BC Issuance** screen to issue BCs against multiple beneficiaries for a single remitter account.
- **Multi BC Issuance Against Cash**  
The Teller can use the **Multi BC Issuance** screen to issue BC against Cash GL for walk-in customers.

### 8.1.6.1 Multi BC Issuance Against Account

The Teller can use the **Multi BC Issuance** screen to issue BCs against multiple beneficiaries for a single remitter account.

To issue BC against multiple beneficiaries:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Multi BC Issuance** or specify **Multi BC Issuance** in the search icon bar and select the screen. The **Multi BC Issuance Account** screen is displayed.

**Figure 8-21 Multi BC Issuance - Account**

The screenshot shows the 'Multi BC Issuance Account' screen with the following fields and sections:

- Batch Reference \*** (text input)
- Drawer Account \*** (text input)
- Address Line 2** (text input)
- Cheque Number** (text input)
- Exchange Rate** (dropdown with up/down arrows)
- Total(Account Amount)** (text input)
- BC Currency \*** (text input with search icon)
- Drawer Name** (text input)
- Address Line 3** (text input)
- Cheque Date** (calendar icon)
- Total Charge Amount** (text input)
- Issue Mode** (dropdown menu, currently set to 'Account')
- Address Line 1** (text input)
- Address Line 4** (text input)
- Total BC Amount** (text input)
- Charge Account** (text input)
- Entry Details** section:
  - Payee Name** (text input)
  - Payable Bank Code** (text input with search icon)
  - Payable Bank Name** (text input)
  - Payable Branch Code** (text input with search icon)
  - Payable Branch Name** (text input)
  - BC Amount** (dropdown menu)
  - MICR Number** (text input)
  - BC Number** (text input)
  - Address Line 1** (text input)
  - Address Line 2** (text input)
  - Address Line 3** (text input)
  - Address Line 4** (text input)
  - Narrative** (text input, containing 'Multi BC Issuance')
- Buttons:** 'Add Entry' and 'Reset' (green buttons).
- Table:**

SI No	Drawer Account	Drawer Name	Payee Name	BC Number	MICR Number	BC Amount	Payable Bank Code	Payabl
No data to display.								
- Bottom Buttons:** 'Submit', 'Clear', and 'Cancel' (green buttons).

- On the **Multi BC Issuance Account** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-21 Multi BC Issuance Account - Field Description**





Field	Description
<b>New</b>	Click <b>New</b> to generate a batch reference number.
<b>Batch Reference</b>	Displays the auto-generated batch reference number.
<b>BC Currency</b>	Select the BC currency from the LOV.
<b>Issue Mode</b>	Select the issue mode as <b>Account</b> from the drop-down values.
<b>Drawer Account</b>	Specify the remitter account number. When you press the <b>Tab</b> key, the <b>Account Description</b> , <b>Remitter Name</b> , and <b>Address</b> of the remitter account will be populated.
<b>Drawer Name</b>	Displays the name of the specified remitter account number.
<b>Address Line 1 to Address Line 4</b>	Displays the address of the specified remitter account number.
<b>Cheque Number</b>	Specify the cheque number.   <b>Note:</b> The system validates the status of the cheque and prompts an error message if incase of a Used or Stopped or Invalid cheque.
<b>Cheque Date</b>	Specify the issue date of the cheque.
<b>Total BC Amount</b>	Displays the total sum of the multiple BC amount inputs, which is computed by the system.
<b>Exchange Rate</b>	Displays the exchange rate, and it can be modified.   <b>Note:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <code>Multi-Currency Configuration at the Function Code Indicator level</code> is set as <code>Y</code> .

Table 8-21 (Cont.) Multi BC Issuance Account - Field Description

Field	Description
<b>Total Charges</b>	Displays the total charge amount.   <b>Note:</b> This field is displayed only if Total Charges Configuration at the Function Code Indicator level is set as Y.
<b>Charge Account</b>	Specify the charge account number.   <b>Note:</b> By default, the drawer account number will be displayed as a charge account, and it can be modified.
<b>Total (Account Amount)</b>	Displays the total amount available in the specified charge account.
<b>Entry Details</b>	Specify the fields.
<b>Payee Name</b>	Specify the name of the payee.
<b>Payable Bank Code</b>	Select the payable bank code from the list of values.
<b>Payable Bank Name</b>	Displays the bank name of the specified payable bank code.
<b>Payable Branch Code</b>	Select the payable branch code from the list of values.
<b>Payable Branch Name</b>	Displays the bank name of the specified payable branch code.
<b>BC Amount</b>	Specify the BC amount.
<b>MICR Number</b>	Specify the MICR number.
<b>BC Number</b>	Specify the BC number.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.
<b>Narrative</b>	Displays the default narrative as <b>Multi BC Issuance</b> , and it can be modified.
<b>Add Entry</b>	After filling the necessary fields, click <b>Add Entry</b> to add a new entry.
<b>Reset</b>	Click <b>Reset</b> to reset the added entries.

3. Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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

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

### 8.1.6.2 Multi BC Issuance Against Cash

The Teller can use the **Multi BC Issuance** screen to issue BC against Cash GL for walk-in customers.


To issue BC against cash:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Multi BC Issuance** or specify **Multi BC Issuance** in the search icon bar and select the screen.

The **Multi BC Issuance Cash** screen is displayed.

**Figure 8-22 Multi BC Issuance Cash**



2. On the **Multi BC Issuance Cash** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 8-22 Multi BC Issuance Cash - Field Description**

Field	Description
<b>New</b>	Click <b>New</b> to generate a batch reference number.
<b>Batch Reference</b>	Displays the auto-generated batch reference number.
<b>BC Currency</b>	Select the BC currency from the list of values.
<b>Issue Mode</b>	Select the issue mode as <b>Cash</b> from the drop-down values.
<b>Transaction Currency</b>	Select the transaction currency from the list of values.

Table 8-22 (Cont.) Multi BC Issuance Cash - Field Description

Field	Description
<b>Drawer Name</b>	Specify the name of the drawer.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the drawer.
<b>Identification Type</b>	Select the identification type from the drop-down values.
<b>Payee Identification Number</b>	Specify the identification number of the Payee.
<b>Total BC Amount</b>	Displays the total sum of the multiple BC amount inputs, which is computed by the system.
<b>Exchange Rate</b>	<p>Displays the exchange rate, and it can be modified.</p> <div style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>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 <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <div style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Total Charges Configuration</b> at <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>
<b>Total (Account Amount)</b>	Displays the total amount available in the specified charge account.
<b>Entry Details</b>	Specify the fields.
<b>Payee Name</b>	Specify the payee name.
<b>Payable Bank Code</b>	Select the payable bank code from the list of values.
<b>Payable Bank Name</b>	Displays the bank name of the specified payable bank code.
<b>Payable Branch Code</b>	Select the payable branch code from the list of values.
<b>Payable Branch Name</b>	Displays the bank name of the specified payable branch code.
<b>BC Amount</b>	Specify the BC amount and currency.
<b>MICR Number</b>	Specify the MICR number.
<b>BC Number</b>	Specify the BC number.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.
<b>Narrative</b>	Displays the default narrative as <b>Multi BC Issuance</b> , and it can be modified.
<b>Add Entry</b>	After filling the necessary fields, click <b>Add Entry</b> to add a new entry.

**Table 8-22 (Cont.) Multi BC Issuance Cash - Field Description**

Field	Description
Reset	Click <b>Reset</b> to reset the added entries.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

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

## 8.2 Demand Drafts

The screens related to the Demand Drafts (DD) can be used to issue DD, perform payment or cancellation of the issued DD, and perform further operations on the issued DD.

This topic contains the following subtopics:

- [DD Issue Against Account](#)  
The Teller can use the **DD Issue Against Account** screen to issue a DD against the CASA of a customer.
- [DD Issue Against Walk-in](#)  
The Teller can use the **DD Issue Against Walk-in** screen to issue a DD by cash to the walk-in customers.
- [DD Issue Against GL](#)  
The Teller can use the **DD Issue Against GL** screen to issue a DD against a GL account.
- [DD Print and Reprint](#)  
The Teller can use the **DD Print-Reprint** screen to print a DD. It is also used to reprint the DD if it is not properly printed or to issue duplicate instruments.
- [DD Operations](#)  
The Teller can use the **DD Operations** screen to handle the life cycle processing of DD that is already issued.

## 8.2.1 DD Issue Against Account

The Teller can use the **DD Issue Against Account** screen to issue a DD against the CASA of a customer.

To issue a DD against the savings account:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Issue - Account** or specify **DD Issue - Account** in the search icon bar and select the screen.

The **DD Issue Against Account** screen is displayed.

**Figure 8-23 DD Issue Against Account**

2. On the **DD Issue Against Account** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**


The fields, which are marked with an asterisk, are mandatory.

**Table 8-23 DD Issue Against Account - Field Description**

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



Table 8-23 (Cont.) DD Issue Against Account - Field Description

Field	Description
<b>Branch Name</b>	Displays the branch description of issuing branch.
<b>Payable Bank Code</b>	Select the payable bank code. The list of values contains the bank codes maintained using the <b>External Bank Code Maintenance</b> screen.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code. The fields <b>Payable Branch Code</b> and <b>Payable Branch Name</b> will be enabled after you specify the <b>Payable Bank Code</b>.</p> </div>
<b>Payable Bank Name</b>	Displays the name of the selected bank code.
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contains the corresponding branch codes maintained using the <b>Bank Code Maintenance</b> screen.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<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, the system generates the DD number based on the maintenance setup.
<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.
<b>Narrative</b>	Displays the narrative as <b>DD Issuance Account</b> and it can be modified.

- Click on the **Funding Details** data segment.

The **Funding Details** data segment is displayed.

**Figure 8-24 Funding Details**

4. On the **Funding Details** data segment, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-24 Funding Details - Field Description**





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.  <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px;"> <p> <b>Note:</b></p> <p>The system validates the status of the cheque and prompts an error message if incase of a Used or Stopped or Invalid cheque.</p> </div>
<b>Cheque Date</b>	Specify the date as mentioned in the cheque.

Table 8-24 (Cont.) Funding Details - Field Description

Field	Description
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration</code> at the <code>Function Code Indicator</code> level is set as <code>Y</code>.</p>
<b>Account Amount</b>	<p>Displays the account amount in account currency.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Multi-Currency Configuration</code> at the <code>Function Code Indicator</code> level is set as <code>Y</code>.</p>
<b>Mode of Charge</b>	Select the mode of charge from the following drop-down values ( <b>Account</b> or <b>Other Account</b> ).
<b>Charge Account</b>	<p>This field is populated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• If <b>Account</b> is selected as <b>Mode of Charge</b>, the drawer account number will be selected as charge account.</li> <li>• If <b>Other Account</b> is selected as <b>Mode of Charge</b>, specify the other account number in this field.</li> </ul>
<b>Total Charges</b>	<p>Displays the total charges applicable for the DD issuance.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration</code> at the <code>Function Code Indicator</code> level is set as <code>Y</code>.</p>

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the 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.

## 8.2.2 DD Issue Against Walk-in

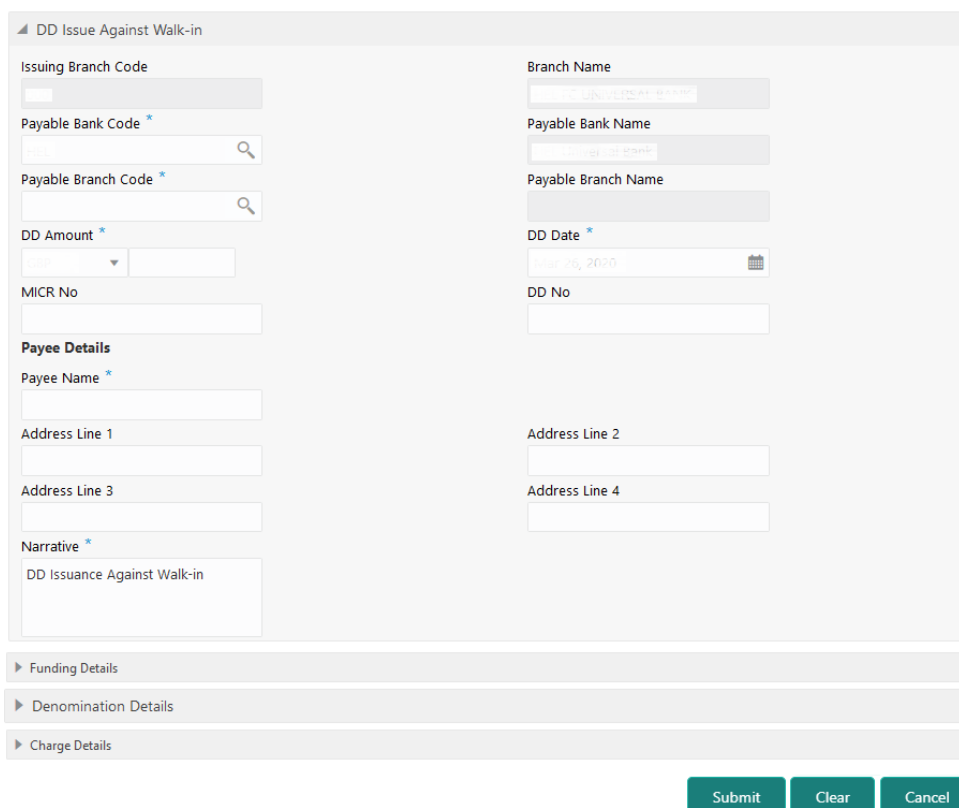
The Teller can use the **DD Issue Against Walk-in** screen to issue a DD by cash to the walk-in customers.

To issue a DD to a walk-in customer:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Issue - Walk-in** or specify **DD Issue - Walk-in** in the search icon bar and select the screen.

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

**Figure 8-25 DD Issue Against Walk-in**



The screenshot displays the 'DD Issue Against Walk-in' form. The form is organized into several sections:

- Issuing Branch Code:** A text input field.
- Branch Name:** A dropdown menu.
- Payable Bank Code \*:** A text input field with a search icon.
- Payable Bank Name:** A dropdown menu.
- Payable Branch Code \*:** A text input field with a search icon.
- Payable Branch Name:** A dropdown menu.
- DD Amount \*:** A text input field with a dropdown menu.
- DD Date \*:** A date picker showing '04/05/2020'.
- MICR No:** A text input field.
- DD No:** A text input field.
- Payee Details:**
  - Payee Name \*:** A text input field.
  - Address Line 1:** A text input field.
  - Address Line 2:** A text input field.
  - Address Line 3:** A text input field.
  - Address Line 4:** A text input field.
- Narrative \*:** A text area containing 'DD Issuance Against Walk-in'.



At the bottom of the form, there are three expandable sections: 'Funding Details', 'Denomination Details', and 'Charge Details'. At the bottom right, there are three buttons: 'Submit', 'Clear', and 'Cancel'.

2. On the **DD Issue Against Walk-in** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-25 DD Issue Against Walk-in - Field Description**

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>Payable Bank Code</b>	Select the payable bank code. The list of values contains the bank codes maintained using the <b>External Bank Code Maintenance</b> screen.   <b>Note:</b>  To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code. The fields <b>Payable Branch Code</b> and <b>Payable Branch Name</b> will be enabled after you specify the <b>Payable Bank Code</b> .
<b>Payable Bank Name</b>	Displays the name of the selected bank code.
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contains the corresponding branch codes maintained using the <b>Bank Code Maintenance</b> screen.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<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, the system generates the DD number based on the maintenance setup.
<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.

**Table 8-25 (Cont.) DD Issue Against Walk-in - Field Description**

Field	Description
<b>Narrative</b>	Displays the narrative as <b>DD Issuance against Walk-in</b> , and it can be modified.

- Click on the **Funding Details** data segment.  
The **Funding Details** data segment is displayed.

**Figure 8-26 Funding Details**

- On the **Funding Details** data segment, specify the fields. For more information on fields, refer to the field description table.



 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-26 Funding Details - Field Description**

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.

Table 8-26 (Cont.) Funding Details - Field Description

Field	Description
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration</code> at the <code>Function Code Indicator</code> level is set as <code>Y</code>.</p>
<b>Total Charges</b>	<p>Displays the total charges applicable for the DD issuance.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration</code> at <code>Function Code Indicator</code> level is set as <code>Y</code>.</p>

5. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
6. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
7. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the 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.

## 8.2.3 DD Issue Against GL

The Teller can use the **DD Issue Against GL** screen to issue a DD against a GL account.

To issue a DD against a GL:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Issue - GL** or specify **DD Issue - GL** in the search icon bar and select the screen.

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

**Figure 8-27 DD Issue Against GL**

2. On the **DD Issue Against GL** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**



The fields, which are marked with an asterisk, are mandatory.

**Table 8-27 DD Issue Against GL - Field Description**

Field	Description
<b>Issuing Branch Code</b>	Displays the logged-in branch code.
<b>Branch Name</b>	Displays the branch description of issuing branch.



Table 8-27 (Cont.) DD Issue Against GL - Field Description

Field	Description
<b>Payable Bank Code</b>	Select the payable bank code. The list of values contains the bank codes maintained using the <b>External Bank Code Maintenance</b> screen.   <b>Note:</b>  To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code. The fields <b>Payable Branch Code</b> and <b>Payable Branch Name</b> will be enabled after you specify the <b>Payable Bank Code</b> .
<b>Payable Bank Name</b>	Displays the name of the selected bank code.
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contains the corresponding branch codes maintained using the <b>Bank Code Maintenance</b> screen.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<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, the system generates the DD number based on the maintenance setup.
<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.
<b>Narrative</b>	Displays the narrative as <b>DD Issuance Against GL</b> , and it can be modified.

- Click on the **Funding Details** data segment.  
The **Funding Details** data segment is displayed.

**Figure 8-28 Funding Details**

4. On the **Funding Details** data segment, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-28 Funding Details - Field Description**

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 of 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.

5. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
6. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the 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.

## 8.2.4 DD Print and Reprint

The Teller can use the **DD Print-Reprint** screen to print a DD. It is also used to reprint the DD if it is not properly printed or to issue duplicate instruments.

The system maintains track of reprints so that the bank officials or auditors can determine the reasons and validity of multiple instrument printing.

To print or reprint a DD:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Print-Reprint** or specify **DD Print-Reprint** in the search icon bar and select the screen.

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

**Figure 8-29 DD Print-Reprint**

2. On the **DD Print-Reprint** screen, specify the fields. For more information on fields, refer to the field description table.


 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-29 DD Print-Reprint - Field Description**

Field	Description
<b>Demand Draft No</b>	Specify the DD number of the instrument that you need to print or reprint.
<b>Issue Branch Code</b>	Select the branch code where the instrument is issued from the LOV.

Table 8-29 (Cont.) DD Print-Reprint - Field Description

Field	Description
<b>Print Type</b>	Select the type <b>Print</b> or <b>Reprint</b> from the drop-down list.
<b>Query</b>	Click <b>Query</b> to fetch details of DD print or reprint.
<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's 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.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b> This field is applicable only for the reprint option. </div>
<b>Narrative</b>	Displays the default narrative as <b>Print/Reprint</b> , and it can be modified.

3. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

## 8.2.5 DD Operations

The Teller can use the **DD Operations** screen to handle the life cycle processing of DD that is already issued.

This topic contains the following subtopics:

- [DD Inquiry](#)  
The Teller can use the **DD Operations** screen to inquire about the details of DD.
- [DD Revalidation](#)  
The Teller can use the **DD Operations** screen to revalidate an instrument that is in expired status.

- [DD Duplicate Issue](#)  
The Teller can use the **DD Operations** screen to issue the instrument if the customer or banker lost the instrument or if the instrument is damaged.
- [DD Payment Reversal](#)  
The Teller can use the **DD Operations** screen to make the reversal of payment for DD. Reversal of DD Payment through EJ/SJ is not supported through Electronic Journal/ Service Journal.
- [DD Payment by Account](#)  
The Teller can use the **DD Operations** screen to make payment against a DD.
- [DD Payment by Cash](#)  
The Teller can use the **DD Operations** screen to make payment against a DD.
- [DD Payment by GL](#)  
The Teller can use the **DD Operations** screen to make payment against a DD.
- [DD Refund by Account](#)  
The Teller can use the **DD Operations** screen to refund the amount against a DD.
- [DD Refund by Cash](#)  
The Teller can use the **DD Operations** screen to refund the amount against a DD.
- [DD Refund by GL](#)  
The Teller can use the **DD Operations** screen to refund the amount against a DD.
- [Cancel DD by Account](#)  
The Teller can use the **DD Operations** screen to cancel a DD.
- [Cancel DD by Cash](#)  
The Teller can use the **DD Operations** screen to cancel a DD.
- [Cancel DD by GL](#)  
The Teller can use the **DD Operations** screen to cancel a DD.

### 8.2.5.1 DD Inquiry


The Teller can use the **DD Operations** screen to inquire about the details of DD.

To inquire the details of DD:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Operations** or specify **DD Operations** in the search icon bar and select the screen.  
The **DD Operations** screen is displayed.

**Figure 8-30 DD Operations - Inquiry**


2. On the **DD Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 8-30 DD Operations (Inquiry) - Field Description**

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

Table 8-30 (Cont.) DD Operations (Inquiry) - Field Description

Field	Description
<b>Revalidation Date</b>	Displays the date of DD revalidation.
<b>Duplicate Issue Date</b>	Displays the duplicate issue date of DD.
<b>Liquidation Date</b>	Displays the liquidation date of DD.
<b>Liquidation Mode</b>	Displays the liquidation mode of DD.
<b>Beneficiary Details</b>	Specify the fields.
<b>Beneficiary Name</b>	Displays the beneficiary's 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> <div style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.</p> </div>
<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.
<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.

## 8.2.5.2 DD Revalidation

The Teller can use the **DD Operations** screen to revalidate an instrument that is in expired status.

When a customer requests for revalidation of an 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 the Instrument type level
- The instrument is not liquidated, canceled, or refunded
- The instrument is issued, revalidated, or duplicate issued but not liquidated/refunded/canceled
- Rule based authorization is not supported for revalidation

To revalidate a DD:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Operations** or specify **DD Operations** in the search icon bar and select the screen.

The **DD Operations** screen is displayed.

**Figure 8-31 DD Operations - Revalidate**

The screenshot shows the 'DD Operations' screen with the following fields and controls:

- Demand Draft No \***: Text input field.
- Issue Branch \***: Text input field with a search icon.
- Operation Type \***: Dropdown menu set to 'Revalidate'.
- Revalidation Date \***: Date picker field.
- New Expiry Date**: Date picker field.
- Mode of Charge**: Dropdown menu.
- Charge Account**: Text input field.
- Narrative \***: Text input field containing 'Demand Draft Revalidation'.
- Charge Details**: Expandable section.
- View Demand Draft Details**: Expandable section.
- Submit**, **Clear**, and **Cancel**: Action buttons at the bottom right.



2. On the **DD Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.



Table 8-31 DD Operations (Revalidate) - Field Description

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.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>By default, the system date is displayed as a revalidation date.</p> </div>
<b>New Expiry Date</b>	Displays the new expiry date based on the specified revalidation date.
<b>Mode of Charge</b>	Select the mode of charge from the drop-down values ( <b>Account</b> or <b>Cash</b> ).
<b>Charge Account</b>	Specify the charge account number. The following conditions apply based on the value selected for <b>Mode of Charge</b> : <ul style="list-style-type: none"> <li>If the <b>Mode of Charge</b> is selected as <b>Account</b>, the user needs to capture the account from which the charges are to be deducted.</li> </ul> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 the user can input the valid account number.</p> </div> <ul style="list-style-type: none"> <li>If <b>Mode of Charge</b> is selected as <b>Cash</b>, the 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.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click on the **View Demand Draft Details** data segment to view the additional details of the DD.

 **Note:**

This data segment is non-editable.

**5. Click Submit.**

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 Oracle Banking Payments, the system will discard the transaction.

### 8.2.5.3 DD Duplicate Issue

The Teller can use the **DD Operations** screen to issue the instrument if the customer or banker lost the instrument or if the instrument is damaged.

In case of a request raised by the customer, additional charges will be deducted while issuing again. The system will allow for duplicate issues only if:

- The duplicate issue is allowed at the instrument type level
- The instrument is not liquidated, canceled, or refunded
- The instrument is issued or revalidated but not liquidated/refunded/canceled
- Rule based authorization is not supported for duplicate issue

To issue a duplicate DD:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Operations** or specify **DD Operations** in the search icon bar and select the screen.

The **DD Operations** screen is displayed.

**Figure 8-32 DD Operations - Duplicate Issue**

The screenshot shows the 'DD Operations' form for 'Duplicate Issue'. It contains the following fields and sections:

- Demand Draft No \***: Text input field.
- Issue Branch \***: Text input field with a search icon.
- Operation Type \***: Drop-down menu with 'Duplicate' selected.
- Duplicate Issue Details**: Section header.
- Duplicate Issue Date \***: Date picker field.
- Duplicate Demand Draft No**: Text input field.
- Duplicate MICR No**: Text input field.
- Requested By**: Drop-down menu.
- Narrative \***: Text input field with 'Demand Draft Duplication' entered.
- Charge Details**: Expandable section.
- View Demand Draft Details**: Expandable section.
- Buttons**: Submit, Clear, and Cancel.

2. On the **DD Operations** screen, specify the fields. For more information on fields, refer to the field description table.


 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-32 DD Operations (Duplicate Issue) - Field Description**

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 a duplicate issue date, and it can be modified.
<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> ).

Table 8-32 (Cont.) DD Operations (Duplicate Issue) - Field Description

Field	Description
<b>Charge Account</b>	<p>Specify the charge account number. The following conditions apply 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>, the user needs to capture the account from which the charges are to be deducted.</li> </ul> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin: 10px 0;"> <p> <b>Note:</b></p> <p>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 the user can input the valid account number.</p> </div> <ul style="list-style-type: none"> <li>If <b>Mode of Charge</b> is selected as <b>Cash</b>, the 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.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click on the **View Demand Draft Details** data segment to view the additional details of the DD.

 **Note:**

This data segment is non-editable.

- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

## 8.2.5.4 DD Payment Reversal

The Teller can use the **DD Operations** screen to make the reversal of payment for DD. Reversal of DD Payment through EJ/SJ is not supported through Electronic Journal/Service Journal.

To make the reversal of payment for DD:

- On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Operations** or specify **DD Operations** in the search icon bar and select the screen.

The **DD Operations** screen is displayed.

**Figure 8-33 DD Operations - Payment Reversal**

2. On the **DD Operations** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-33 DD Operations (Payment Reversal) - Field Description**

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.
<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.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click on the **View DD Details** data segment to view the additional details of the DD.

 **Note:**

This data segment is non-editable.

5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 Oracle Banking Payments, the system will discard the transaction.

## 8.2.5.5 DD Payment by Account

The Teller can use the **DD Operations** screen to make payment against a DD.

The DD payment is credited to the beneficiary customer account when the operation mode is **Account**.

To make payment against a DD:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Operations** or specify **DD Operations** in the search icon bar and select the screen.

The **DD Operations** screen is displayed.

**Figure 8-34 DD Operations - Payment by Account**

2. On the **DD Operations** screen, specify the fields. For more information on fields, refer to the field description table.



 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-34 DD Operations (Payment by Account) - Field Description**

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>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.

Table 8-34 (Cont.) DD Operations (Payment by Account) - Field Description

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

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click on the **View DD Details** data segment to view the additional details of the DD.

 **Note:**

This data segment is non-editable.

- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.



 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 Oracle Banking Payments, the system will discard the transaction.

### 8.2.5.6 DD Payment by Cash

The Teller can use the **DD Operations** screen to make payment against a DD.

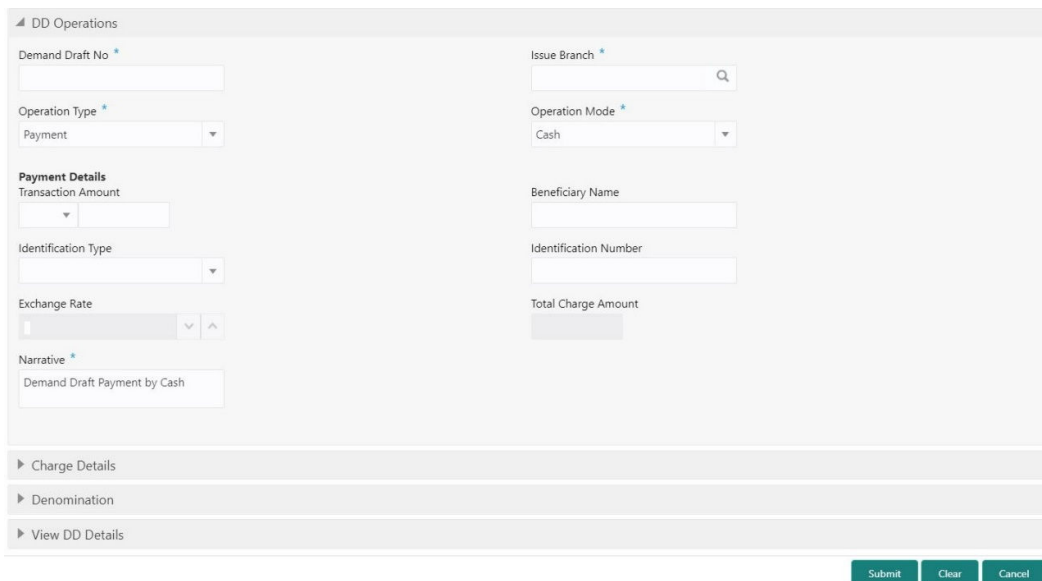
The DD payment is made by cash to the beneficiary when the operation mode is **Cash**.

To make payment against a DD:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Operations** or specify **DD Operations** in the search icon bar and select the screen.

The **DD Operations** screen is displayed.

**Figure 8-35 DD Operations - Payment by Cash**



DD Operations

Demand Draft No \*

Issue Branch \*

Operation Type \*

Payment

Operation Mode \*

Cash

**Payment Details**

Transaction Amount

Beneficiary Name

Identification Type

Identification Number

Exchange Rate

Total Charge Amount

Narrative \*

Demand Draft Payment by Cash

▶ Charge Details

▶ Denomination

▶ View DD Details



Submit Clear Cancel

2. On the **DD Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

Table 8-35 DD Operations (Payment by Cash) - Field Description

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>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>	Displays the exchange rate, and it can be modified.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration</code> at the <code>Function Code Indicator</code> level is set as <code>Y</code>.</p> </div>
<b>Total Charge Amount</b>	Displays the total charge amount.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration</code> at the <code>Function Code Indicator</code> level is set as <code>Y</code>.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>Demand Draft Payment by Cash</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
5. Click on the **View DD Details** data segment to view the additional details of the DD.

 **Note:**

This data segment is non-editable.

**6. Click **Submit**.**

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 Oracle Banking Payments, the system will discard the transaction.

## 8.2.5.7 DD Payment by GL

The Teller can use the **DD Operations** screen to make payment against a DD.

The DD payment is credited to the GL account when the operation mode is **GL**.

To make payment against a DD:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Operations** or specify **DD Operations** in the search icon bar and select the screen.

The **DD Operations** screen is displayed.

**Figure 8-36 DD Operations - Payment by GL**

2. On the **DD Operations** screen, specify the fields. For more information on fields, refer to the field description table.




 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-36 DD Operations (Payment by GL) - Field Description**

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.
<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.

Table 8-36 (Cont.) DD Operations (Payment by GL) - Field Description

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

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click on the **View DD Details** data segment to view the additional details of the DD.

 **Note:**

This data segment is non-editable.

- Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 Oracle Banking Payments, the system will discard the transaction.

### 8.2.5.8 DD Refund by Account

The Teller can use the **DD Operations** screen to refund the amount against a DD.

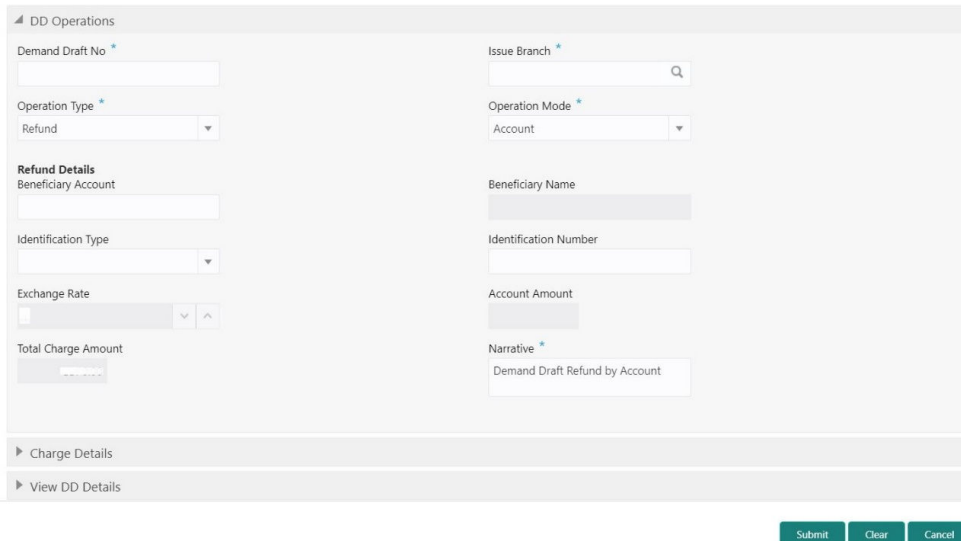
The DD refund amount is credited to the beneficiary customer account when the operation mode is **Account**.

To refund the amount:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Operations** or specify **DD Operations** in the search icon bar and select the screen.

The **DD Operations** screen is displayed.

**Figure 8-37 DD Operations - Refund by Account**



The screenshot shows the 'DD Operations' screen with the following fields and controls:




- Demand Draft No \***: Text input field.
- Issue Branch \***: Searchable dropdown menu.
- Operation Type \***: Dropdown menu with 'Refund' selected.
- Operation Mode \***: Dropdown menu with 'Account' selected.
- Refund Details** section:
  - Beneficiary Account**: Text input field.
  - Identification Type**: Dropdown menu.
  - Exchange Rate**: Input field with up/down arrows.
  - Total Charge Amount**: Input field with a currency symbol.
- Beneficiary Name**: Text input field.
- Identification Number**: Text input field.
- Account Amount**: Input field.
- Narrative \***: Text area with 'Demand Draft Refund by Account' pre-filled.
- Charge Details**: Collapsible section.
- View DD Details**: Collapsible section.
- Submit**, **Clear**, and **Cancel** buttons at the bottom right.

2. On the **DD Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

Table 8-37 DD Operations (Refund by Account) - Field Description

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.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Beneficiary Name</b>	Displays the beneficiary's 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>	Displays the exchange rate, and it can be modified.   <b>Note:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi-Currency Configuration</b> at Function Code Indicator level is set as Y.
<b>Account Amount</b>	Displays the account amount.   <b>Note:</b> This field is displayed only if <b>Multi-Currency Configuration</b> at Function Code Indicator level is set as Y.
<b>Total Charge Amount</b>	Displays the total charge amount.   <b>Note:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as Y.
<b>Narrative</b>	Displays the default narrative as <b>Demand Draft Refund by Account</b> , and it can be modified.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).

4. Click on the **View DD Details** data segment to view the additional details of the DD.

 **Note:**

This data segment is non-editable.

5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 Oracle Banking Payments, the system will discard the transaction.

## 8.2.5.9 DD Refund by Cash

The Teller can use the **DD Operations** screen to refund the amount against a DD.

The DD refund is made by cash to the beneficiary when the operation mode is **Cash**.

To refund the amount:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Operations** or specify **DD Operations** in the search icon bar and select the screen.

The **DD Operations** screen is displayed.



**Figure 8-38 DD Operations - Refund by Cash**

The screenshot shows the 'DD Operations' form for a 'Refund by Cash' transaction. The form is organized into several sections:

- Top Section:** Contains 'Demand Draft No \*' (text input), 'Issue Branch \*' (text input with search icon), 'Operation Type \*' (dropdown menu set to 'Refund'), and 'Operation Mode \*' (dropdown menu set to 'Cash').
- Refund Details Section:** Includes 'Transaction Amount' (text input), 'Identification Type' (dropdown menu), 'Exchange Rate' (text input with up/down arrows), and 'Narrative \*' (text input containing 'Demand Draft Refund by Cash').
- Beneficiary Information Section:** Includes 'Beneficiary Name' (text input), 'Identification Number' (text input), and 'Total Charge Amount' (text input).
- Expandable Sections:** 'Charge Details', 'Denomination', and 'View DD Details' are shown as collapsed sections with right-pointing arrows.
- Buttons:** 'Submit', 'Clear', and 'Cancel' buttons are located at the bottom right of the form.

2. On the **DD Operations** screen, specify the fields. For more information on fields, refer to the field description table.



 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-38 DD Operations (Refund by Cash) - Field Description**

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.
<b>Beneficiary Name</b>	Specify the beneficiary's 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.

**Table 8-38 (Cont.) DD Operations (Refund by Cash) - Field Description**

Field	Description
<b>Exchange Rate</b>	<p>Displays the exchange rate, and it can be modified.</p> <p> <b>Note:</b></p> <p>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 the <b>Function Code Indicator</b> level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the account amount.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Total Charges Configuration</b> at <b>Function Code Indicator</b> level is set as <b>Y</b>.</p>
<b>Narrative</b>	<p>Displays the default narrative as <b>Demand Draft Refund by Cash</b>, and it can be modified.</p>

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
5. Click on the **View DD Details** data segment to view the additional details of the DD.

 **Note:**

This data segment is non-editable.

6. Click **Submit**.

A teller sequence number is generated, and the **Transaction Completed Successfully** information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a

success notification from Oracle Banking Payments, 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 Oracle Banking Payments, the system will discard the transaction.

### 8.2.5.10 DD Refund by GL

The Teller can use the **DD Operations** screen to refund the amount against a DD.

The DD payment is credited to the GL account when the operation mode is **GL**.

To refund the amount:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Operations** or specify **DD Operations** in the search icon bar and select the screen.

The **DD Operations** screen is displayed.

**Figure 8-39 DD Operations - Refund by GL**

2. On the **DD Operations** screen, specify the fields. For more information on fields, refer to the field description table.




**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-39 DD Operations (Refund by GL) - Field Description**

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.

Table 8-39 (Cont.) DD Operations (Refund by GL) - Field Description

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>GL</b> from the drop-down values.
<b>Refund Details</b>	Specify the details under this segment.
<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>	Displays the exchange rate, and it can be modified.   <b>Note:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi-Currency Configuration at the Function Code Indicator level is set as Y.
<b>Account Amount</b>	Displays the account amount.   <b>Note:</b> This field is displayed only if Multi-Currency Configuration at the Function Code Indicator level is set as Y.
<b>Total Charge Amount</b>	Displays the total charge amount.   <b>Note:</b> This field is displayed only if Total Charges Configuration at the Function Code Indicator level is set as Y.
<b>Narrative</b>	Displays the default narrative as <b>Demand Draft Refund by GL</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click on the **View DD Details** data segment to view the additional details of the DD.

 **Note:**

This data segment is non-editable.

**5. Click **Submit**.**

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 Oracle Banking Payments, the system will discard the transaction.

### 8.2.5.11 Cancel DD by Account

The Teller can use the **DD Operations** screen to cancel a DD.

The DD cancellation amount is credited to a customer account when the operation mode is **Account**.

To cancel a DD:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Operations** or specify **DD Operations** in the search icon bar and select the screen.

The **DD Operations** screen is displayed.

**Figure 8-40 DD Operations - Cancel by Account**

2. On the **DD Operations** screen, specify the fields. For more information on fields, refer to the field description table.




 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-40 DD Operations (Cancel by Account) - Field Description**

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.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Beneficiary Name</b>	Displays the beneficiary's 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.

Table 8-40 (Cont.) DD Operations (Cancel by Account) - Field Description

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

- Click on the **View DD Details** data segment to view the additional details of the DD.

 **Note:**

This data segment is non-editable.

- Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 Oracle Banking Payments, the system will discard the transaction.

### 8.2.5.12 Cancel DD by Cash

The Teller can use the **DD Operations** screen to cancel a DD.

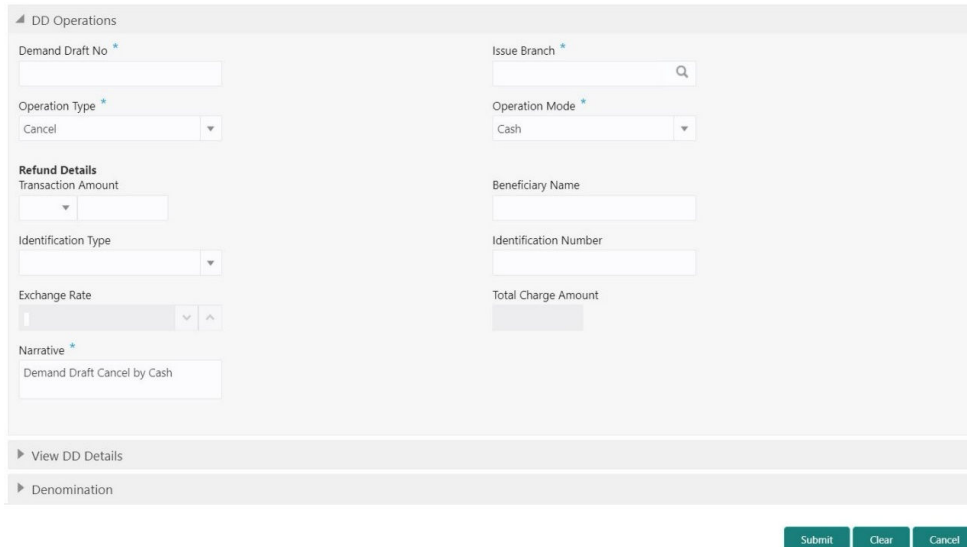
The DD cancellation amount is paid by cash to the beneficiary when the operation mode is **Cash**.

To cancel a DD:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Operations** or specify **DD Operations** in the search icon bar and select the screen.

The **DD Operations** screen is displayed.

**Figure 8-41 DD Operations - Cancel by Cash**



The screenshot shows the 'DD Operations' screen with the following fields and controls:

- Demand Draft No \***: Text input field.
- Issue Branch \***: Searchable dropdown menu.
- Operation Type \***: Dropdown menu set to 'Cancel'.
- Operation Mode \***: Dropdown menu set to 'Cash'.
- Refund Details** section:
  - Transaction Amount**: Dropdown menu.
  - Identification Type**: Dropdown menu.
  - Exchange Rate**: Input field with up/down arrows.
- Beneficiary Name**: Text input field.
- Identification Number**: Text input field.
- Total Charge Amount**: Text input field.
- Narrative \***: Text area containing 'Demand Draft Cancel by Cash'.
- Buttons at the bottom: **View DD Details**, **Denomination**, **Submit**, **Clear**, and **Cancel**.



2. On the **DD Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.



Table 8-41 DD Operations (Cancel by Cash) - Field Description

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.
<b>Transaction Amount</b>	Specify the transaction currency and transaction amount.
<b>Beneficiary Name</b>	Specify the beneficiary's 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>	Displays the exchange rate, and it can be modified.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 the <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>
<b>Total Charge Amount</b>	Displays the account amount.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Total Charges Configuration</b> at the <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>DD Cancel by Cash</b> , and it can be modified.

- Click on the **View DD Details** data segment to view the additional details of the DD.

 **Note:**

This data segment is non-editable.

- Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
- Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 Oracle Banking Payments, the system will discard the transaction.

### 8.2.5.13 Cancel DD by GL

The Teller can use the **DD Operations** screen to cancel a DD.

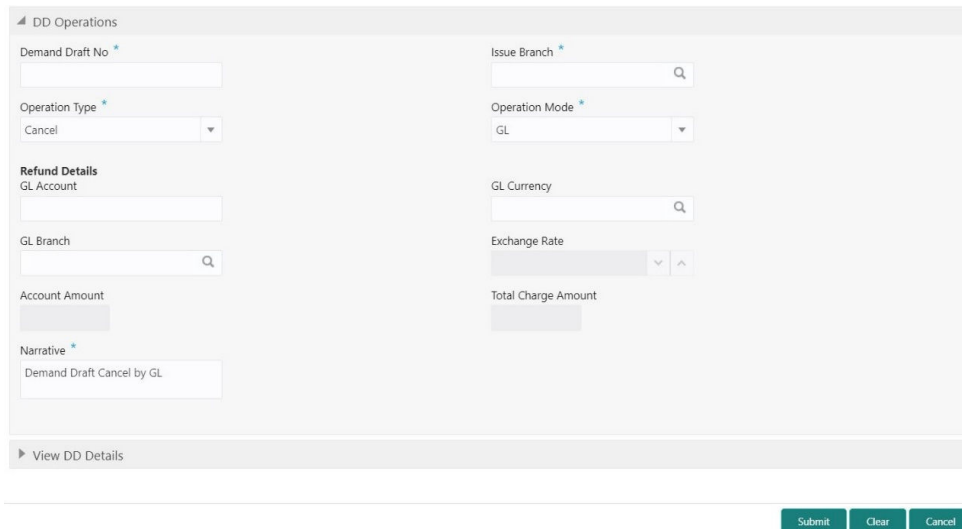
The DD cancellation amount is credited to the GL account when the operation mode is **GL**.

To cancel a DD:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **DD Operations** or specify **DD Operations** in the search icon bar and select the screen.

The **DD Operations** screen is displayed.

**Figure 8-42 DD Operations - Cancel by GL**



DD Operations

Demand Draft No \*

Issue Branch \*

Operation Type \*

Cancel

Operation Mode \*

GL

**Refund Details**

GL Account

GL Currency

GL Branch

Exchange Rate

Account Amount

Total Charge Amount

Narrative \*

Demand Draft Cancel by GL

View DD Details




Submit Clear Cancel

2. On the **DD Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-42 DD Operations (Cancel by GL) - Field Description**

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

**Table 8-42 (Cont.) DD Operations (Cancel by GL) - Field Description**

Field	Description
<b>Narrative</b>	Displays the default narrative as DD Cancel by GL, and it can be modified.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click on the **View DD Details** data segment to view the additional details of the DD.

 **Note:**

This data segment is non-editable.

- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the details to the payments product processor (Oracle Banking Payments) for processing. When you get a success notification from Oracle Banking Payments, 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 Oracle Banking Payments, the system will discard the transaction.

## 8.3 Cash Remittance

The screens related to the Cash Remittance can be used to issue remittance, perform payment or cancellation of the issued remittance, and perform further operations on the issued remittance.

This topic contains the following subtopics:

- [Cash Remittance Issue](#)  
The **Cash Remittance Issue** screen is used to remit funds across branches of the same bank and across banks.
- [Cash Remittance Operations](#)  
The Teller can use the **Cash Remittance Operations** screen to handle the life cycle processing of cash remittance that is already completed.
- [Inward Remittance Registration](#)  
The **Inward Remittance Registration** screen is used to register an inward remittance and create a remittance instrument.

## 8.3.1 Cash Remittance Issue

The **Cash Remittance Issue** screen is used to remit funds across branches of the same bank and across banks.

This topic contains the following subtopics:

- [Cash Remittance Issue Against Account](#)  
The **Cash Remittance Issue Against Account** screen is used to remit funds across branches of the same bank and across banks.
- [Cash Remittance Issue Against Cash](#)  
The **Cash Remittance Issue Against Cash** screen is used to remit funds across branches of the same bank and across banks.
- [Cash Remittance Issue Against GL](#)  
The **Cash Remittance Issue Against GL** screen is used to remit funds across branches of the same bank and across banks.

### 8.3.1.1 Cash Remittance Issue Against Account

The **Cash Remittance Issue Against Account** screen is used to remit funds across branches of the same bank and across banks.

The cash remittance is performed against the remitter's account when the issuing mode is **Account**.


To perform cash remittance issue against account:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Cash Remittance Issue** or specify **Cash Remittance Issue** in the search icon bar and select the screen.


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

**Figure 8-43 Cash Remittance Issue Against Account**

2. On the **Cash Remittance Issue Against Account** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 8-43 Cash Remittance Issue Against Account - Field Description**

Field	Description
<b>Issuing Branch Code</b>	Displays the code of the home branch.
<b>Issuing Branch Name</b>	Displays the name of the issuing branch code.
<b>Payable Bank Code</b>	Select the payable bank code from the list of values.   <b>Note:</b> To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code.
<b>Payable Bank Name</b>	Displays the name of the selected bank code.

**Table 8-43 (Cont.) Cash Remittance Issue Against Account - Field Description**

Field	Description
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contains the corresponding branches maintained for the payable bank code.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<b>Remittance Amount</b>	Specify the cash remittance currency and amount, which needs to be transferred.
<b>Remittance Date</b>	Select the date of cash remittance.
<b>Remittance No</b>	Specify the cash remittance number.
<b>Test Key No</b>	Specify the test key number.
<b>Issue Mode</b>	Select the issue mode from the drop-down values ( <b>Account</b> , <b>Cash</b> , or <b>GL</b> ).
<b>Beneficiary Details</b>	Specify the fields.
<b>Beneficiary Name</b>	Specify the name of the beneficiary.
<b>Beneficiary Account</b>	Specify the account number of the beneficiary.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type.
<b>Identification No</b>	Specify the identification number.
<b>Narrative</b>	Displays the default narrative as <b>Cash Remittance Issuance</b> , and it can be modified.

- Click on the **Funding Details** data segment.  
The **Funding Details** data segment is displayed.

**Figure 8-44 Funding Details**

- In the **Funding Details** data segment, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-44 Funding Details - Field Description**





Field	Description
<b>Remitter Account</b>	Specify the remitter account number.
<b>Remitter Name</b>	Displays the name of the specified remitter account.
<b>Address Line 1 to Address Line 4</b>	Displays the address of the specified remitter account.
<b>Cheque Number</b>	Specify the cheque number.  <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The system validates the status of the cheque and prompts an error message if incase of a Used or Stopped or Invalid cheque.</p> </div>
<b>Cheque Date</b>	Specify the issue date of the cheque.
<b>Exchange Rate</b>	Displays the exchange rate, and it can be modified.  <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y.</p> </div>
<b>Account Amount</b>	Displays the account amount.  <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y.</p> </div>
<b>Identification Type</b>	Select the identification type.
<b>Identification No</b>	Specify the identification number.



Table 8-44 (Cont.) Funding Details - Field Description

Field	Description
<b>Total Charges</b>	<p>Displays the total charge amount.</p> <p> <b>Note:</b></p> <p>This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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

### 8.3.1.2 Cash Remittance Issue Against Cash

The **Cash Remittance Issue Against Cash** screen is used to remit funds across branches of the same bank and across banks.

The cash remittance is performed against the cash from the remitter when the issuing mode is **Cash**.

To perform cash remittance issue against cash:

- On the Homepage, from **Teller** mega menu, under **Remittances**, click **Cash Remittance Issue** or specify **Cash Remittance Issue** in the search icon bar and select the screen.

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

**Figure 8-45 Cash Remittance Issue Against Cash**

2. On the **Cash Remittance Issue Against Cash** screen, specify the fields. For more information on fields, refer to [Table 8-43](#).

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

3. Click on the **Funding Details** data segment.  
The **Funding Details** data segment is displayed.




**Figure 8-46 Funding Details**

4. In the **Funding Details** data segment, specify the fields. For more information on fields, refer to the field description table.


 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-45 Funding Details - Field Description**

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

**Table 8-45 (Cont.) Funding Details - Field Description**

Field	Description
<b>Total Charges</b>	<p>Displays the total charge amount.</p> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p> </div>

5. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
6. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
7. Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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

### 8.3.1.3 Cash Remittance Issue Against GL

The **Cash Remittance Issue Against GL** screen is used to remit funds across branches of the same bank and across banks.

The cash remittance is performed against a GL account when the issuing mode is **GL**.

To perform cash remittance issue against GL:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Cash Remittance Issue** or specify **Cash Remittance Issue** in the search icon bar and select the screen.

The **Cash Remittance Issue Against GL** screen is displayed.

**Figure 8-47 Cash Remittance Issue Against GL**

2. On the **Cash Remittance Issue Against GL** screen, specify the fields. For more information on fields, refer to [Table 8-43](#).

**Note:**

The fields, which are marked with an asterisk, are mandatory.

3. Click on the **Funding Details** data segment.  
The **Funding Details** data segment is displayed.




**Figure 8-48 Funding Details**

- In the **Funding Details** data segment, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-46 Funding Details - Field Description**

Field	Description
<b>GL Account</b>	Specify the GL account number.
<b>GL Description</b>	Displays the description of the specified GL account number.
<b>GL Currency</b>	Select the GL currency from the list of values.
<b>Remitter Name</b>	Specify the name of the remitter.
<b>Address Line 1 to Address Line 4</b>	Displays the address of the remitter.
<b>Identification Type</b>	Select the identification type.
<b>Identification Number</b>	Specify the identification number.
<b>Exchange Rate</b>	<p>Displays the exchange rate, and it can be modified.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration at Function Code Indicator</code> level is set as Y.</p> </div>
<b>Account Amount</b>	<p>Displays the GL amount.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Multi-Currency Configuration at Function Code Indicator</code> level is set as Y.</p> </div>
<b>Total Charges</b>	<p>Displays the total charge amount.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration at Function Code Indicator</code> level is set as Y.</p> </div>

**Table 8-46 (Cont.) Funding Details - Field Description**

Field	Description
<b>Mode of Charge</b>	Select the mode of charge from the drop-down values.

5. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
6. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

## 8.3.2 Cash Remittance Operations

The Teller can use the **Cash Remittance Operations** screen to handle the life cycle processing of cash remittance that is already completed.

This topic contains the following subtopics:

- [Cash Remittance Inquiry](#)  
The Teller can use the **Cash Remittance Operations** screen to inquire about the details of the issued cash remittance.
- [Cash Remittance Payment by Account](#)  
The Teller can use the **Cash Remittance Operations** screen to make payment against a cash remittance.
- [Cash Remittance Payment by Cash](#)  
The Teller can use the **Cash Remittance Operations** screen to make payment against a cash remittance.
- [Cash Remittance Payment by GL](#)  
The Teller can use the **Cash Remittance Operations** screen to make payment against a cash remittance.
- [Cash Remittance Refund by Account](#)  
The Teller can use the **Cash Remittance Operations** screen to refund the amount against a cash remittance.
- [Cash Remittance Refund by Cash](#)  
The Teller can use the **Cash Remittance Operations** screen to refund the amount against a cash remittance.
- [Cash Remittance Refund by GL](#)  
The Teller can use the **Cash Remittance Operations** screen to refund the amount against a cash remittance.
- [Cancel Cash Remittance by Account](#)  
The Teller can use the **Cash Remittance Operations** screen to cancel a cash remittance.

- [Cancel Cash Remittance by Cash](#)  
The Teller can use the **Cash Remittance Operations** screen to cancel a cash remittance.
- [Cancel Cash Remittance by GL](#)  
The Teller can use the **Cash Remittance Operations** screen to cancel a cash remittance.

### 8.3.2.1 Cash Remittance Inquiry

The Teller can use the **Cash Remittance Operations** screen to inquire about the details of the issued cash remittance.

When you select the operation mode as **Inquiry**, the fields related to cash remittance inquiry will be displayed.

To inquire about the details of cash remittance:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Cash Remittance Operations** or specify **Cash Remittance Operations** in the search icon bar and select the screen.

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



**Figure 8-49 Cash Remittance Operations (Inquiry)**

2. On the **Cash Remittance Operations** screen, specify the fields. For more information on fields, refer to the field description table.


**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-47 Cash Remittance Operations (Inquiry) - Field Description**

Field	Description
<b>Issue Branch Code</b>	Select the branch code where the cash remittance is issued from the LOV.
<b>Operation Mode</b>	Select the type <b>Inquiry</b> from the drop-down list.
<b>Remittance No</b>	Specify the cash remittance number.

Table 8-47 (Cont.) Cash Remittance Operations (Inquiry) - Field Description

Field	Description
Test Key No	Specify the test key number.
Query	Click this icon to fetch the cash remittance details.   <b>Note:</b> When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Cash Remittance No</b> , the system will make a service call to the Oracle Banking Payments and fetch the cash remittance details.
Remittance Details	Displays the details of cash remittance under this segment.
Issue Branch	Displays the logged-in branch code.
Payable Bank Code	Displays the payable bank code for the cash remittance.
Payable Branch Code	Displays the payable branch code for the cash remittance.
Remittance Amount	Displays the currency and the amount of the cash remittance.
Issue Date	Displays the issue date mentioned in the cash remittance.
Remittance Status	Displays the status of the cash remittance.
Remittance No	Displays the cash remittance number.
Test Key No	Displays the test key number.
Narrative	Displays the default narrative as <b>Cash Remittance Inquiry</b> , and it can be modified.
Issue Mode	Displays the issue mode of the Cash Remittance.
Liquidation Date	Displays the liquidation date of Cash Remittance.
Liquidation Mode	Displays the liquidation mode of Cash Remittance.
Beneficiary Details	Specify the fields.
Beneficiary Name	Displays the beneficiary's name.
Beneficiary Account	Displays the beneficiary account number.
Address Line 1 to Address Line 4	Displays the address of the beneficiary.
Identification Type	Displays the identification type of the beneficiary.
Identification Number	Displays the identification number of the beneficiary.
Funding Details	Funding details are displayed under this segment.
Remitter Account	Displays the account number of the remitter.
Remitter Name	Displays the remitter name.
Address Line 1 to Address Line 4	Displays the address of the beneficiary.
Cheque Number	Displays the cheque number.
Cheque Date	Displays the date mentioned in the cheque.
Exchange Rate	Displays the exchange rate.

**Table 8-47 (Cont.) Cash Remittance Operations (Inquiry) - Field Description**

Field	Description
<b>Account Amount</b>	Displays the amount that needs to be debited from the remitter account.
<b>Identification Type</b>	Displays the identification type of the remitter.
<b>Identification Number</b>	Displays the identification number of the remitter.

### 8.3.2.2 Cash Remittance Payment by Account

The Teller can use the **Cash Remittance Operations** screen to make payment against a cash remittance.

The cash remittance payment is credited to the beneficiary customer account when the operation mode is **Account**.

To make payment against a cash remittance:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Cash Remittance Operations** or specify **Cash Remittance Operations** in the search icon bar and select the screen.

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



**Figure 8-50 Cash Remittance Operations (Payment by Account)**

2. On the **Cash Remittance Operations** screen, specify the fields. For more information on fields, refer to the field description table.



#### Note:

The fields, which are marked with an asterisk, are mandatory.

**Table 8-48 Cash Remittance Operations (Payment by Account) - Field Description**

Field	Description
<b>Issue Branch Code</b>	Select the branch code where the remittance is issued from the LOV.
<b>Remittance No</b>	Specify the remittance number.
<b>Test Key No</b>	Specify the test key number.
<b>Operation Type</b>	Select the type <b>Payment</b> from the drop-down list.
<b>Operation Mode</b>	Select the operation mode as <b>Account</b> from the drop-down values.
<b>Query</b>	Click <b>Query</b> to fetch the remittance details.  <div style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b>, the system will make a service call to Oracle Banking Payments and fetch the remittance details.</p> </div>
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>Beneficiary Account</b>	Specify the beneficiary account number.
<b>Beneficiary Name</b>	Specify the beneficiary's name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	Displays the exchange rate, and it can be modified.  <div style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration</code> at the <code>Function Code Indicator</code> level is set as <code>Y</code>.</p> </div>

**Table 8-48 (Cont.) Cash Remittance Operations (Payment by Account) - Field Description**

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

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click on the **Remittance Details** data segment to view the additional details of the remittance.

 **Note:**

This data segment is non-editable.

- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the request to Oracle Banking Payments using Instrument Pay Service. If the remittance is issued by another bank, the Oracle Banking Branch has to provide the test key number during handoff for validation. On transaction completion, the Oracle Banking Branch will hand off accounting to FLEXCUBE Universal Banking for the main leg.

### 8.3.2.3 Cash Remittance Payment by Cash

The Teller can use the **Cash Remittance Operations** screen to make payment against a cash remittance.

The cash remittance payment is made by cash to the beneficiary when the operation mode is **Cash**.

To make payment against a cash remittance:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Cash Remittance Operations** or specify **Cash Remittance Operations** in the search icon bar and select the screen.

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

**Figure 8-51 Cash Remittance Operations (Payment by Cash)**

2. On the **Cash Remittance Operations** screen, specify the fields. For more information on fields, refer to the field description table.




**Note:**

The fields, which are marked with an asterisk, are mandatory.


**Table 8-49 Cash Remittance Operations (Payment by Cash) - Field Description**

Field	Description
<b>Issuing Branch Code</b>	Select the branch code where the remittance is issued.
<b>Test Key No</b>	Specify the test key number.

Table 8-49 (Cont.) Cash Remittance Operations (Payment by Cash) - Field Description

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

**Table 8-49 (Cont.) Cash Remittance Operations (Payment by Cash) - Field Description**

Field	Description
<b>Total Charges</b>	<p>Displays the total charge amount.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration</code> at the <code>Function Code Indicator</code> level is set as <code>Y</code>.</p> </div>
<b>Narrative</b>	<p>Displays the default narrative as <b>Cash Remittance Operation by Payment</b>, and it can be modified.</p>

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
5. Click on the **Remittance Details** data segment to view the additional details of the remittance.

 **Note:**

This data segment is non-editable.

6. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the request to Oracle Banking Payments using Instrument Pay Service. If the remittance is issued by another bank, the Oracle Banking Branch has to provide the test key number during handoff for validation. On transaction completion, the Oracle Banking Branch will hand off accounting to FLEXCUBE Universal Banking for the main leg.

### 8.3.2.4 Cash Remittance Payment by GL

The Teller can use the **Cash Remittance Operations** screen to make payment against a cash remittance.

The cash remittance payment is credited to the GL account when the operation mode is **GL**.



To make payment against a cash remittance:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Cash Remittance Operations** or specify **Cash Remittance Operations** in the search icon bar and select the screen.

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

**Figure 8-52 Cash Remittance Operations (Payment by GL)**

2. On the **Cash Remittance Operations** screen, specify the fields. For more information on fields, refer to the field description table.




 **Note:**

The fields, which are marked with an asterisk, are mandatory.



**Table 8-50 Cash Remittance Operations (Payment by GL) - Field Description**

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

**Table 8-50 (Cont.) Cash Remittance Operations (Payment by GL) - Field Description**

Field	Description
<b>Query</b>	<p>Click <b>Query</b> to fetch the remittance details.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b>, the system will make a service call to Oracle Banking Payments and fetch the remittance details.</p> </div>
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>GL Account</b>	Specify the GL account number.
<b>GL Description</b>	Displays the description of the specified GL account number.
<b>GL Currency</b>	<p>Displays the branch local currency of the specified GL account.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>You can also select a currency from the list of values.</p> </div>
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	<p>Displays the exchange rate, and it can be modified.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>

**Table 8-50 (Cont.) Cash Remittance Operations (Payment by GL) - Field Description**

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

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click on the **Remittance Details** data segment to view the additional details of the remittance.

 **Note:**

This data segment is non-editable.

- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the request to Oracle Banking Payments using Instrument Pay Service. If the remittance is issued by another bank, the Oracle Banking Branch has to provide the test key number during handoff for validation. On transaction completion, the Oracle Banking Branch will hand off accounting to FLEXCUBE Universal Banking for the main leg.

### 8.3.2.5 Cash Remittance Refund by Account

The Teller can use the **Cash Remittance Operations** screen to refund the amount against a cash remittance.

The refund amount is credited to the beneficiary customer account when the operation mode is **Account**.

To refund the amount:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Cash Remittance Operations** or specify **Cash Remittance Operations** in the search icon bar and select the screen.

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

**Figure 8-53 Cash Remittance Operations (Refund by Account)**

2. On the **Cash Remittance Operations** screen, specify the fields. For more information on fields, refer to the field description table.




**Note:**

The fields, which are marked with an asterisk, are mandatory.


**Table 8-51 Cash Remittance Operations (Refund by Account) - Field Description**

Field	Description
<b>Issue Branch Code</b>	Select the branch code where the remittance is issued.
<b>Remittance No</b>	Specify the remittance number.
<b>Test Key No</b>	Specify the test key number.

Table 8-51 (Cont.) Cash Remittance Operations (Refund by Account) - Field Description

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

**Table 8-51 (Cont.) Cash Remittance Operations (Refund by Account) - Field Description**

Field	Description
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration</code> at <code>Function Code Indicator</code> level is set as <code>Y</code>.</p> </div>
<b>Narrative</b>	<p>Displays the default narrative as <b>Cash Remittance Operation by Refund</b>, and it can be modified.</p>

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click on the **Remittance Details** data segment to view the additional details of the remittance.

 **Note:**

This data segment is non-editable.

5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the request to Oracle Banking Payments using Instrument Pay Service. If the remittance is issued by another bank, the Oracle Banking Branch has to provide the test key number during handoff for validation. On transaction completion, the Oracle Banking Branch will hand off accounting to FLEXCUBE Universal Banking for the main leg.

### 8.3.2.6 Cash Remittance Refund by Cash

The Teller can use the **Cash Remittance Operations** screen to refund the amount against a cash remittance.

The cash remittance refund is made by cash to the beneficiary when the operation mode is **Refund**.

To refund the amount:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Cash Remittance Operations** or specify **Cash Remittance Operations** in the search icon bar and select the screen.

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

**Figure 8-54 Cash Remittance Operations (Refund by Cash)**

2. On the **Cash Remittance Operations** screen, specify the fields. For more information on fields, refer to the field description table.





**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-52 Cash Remittance Operations (Refund by Cash) - Field Description**

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

**Table 8-52 (Cont.) Cash Remittance Operations (Refund by Cash) - Field Description**

Field	Description
<b>Query</b>	<p>Click this icon to fetch the remittance details.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No.</b>, the system will make a service call to Oracle Banking Payments and fetch the remittance details.</p> </div>
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>Transaction Amount</b>	<p>Displays the transaction currency and transaction amount.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>By default, the local branch currency is displayed as a transaction currency, and it can be modified.</p> </div>
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	<p>Displays the exchange rate, and it can be modified.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration</code> at <code>Function Code Indicator</code> level is set as Y.</p> </div>
<b>Total Charge Amount</b>	<p>Displays the account amount.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration</code> at <code>Function Code Indicator</code> level is set as Y.</p> </div>



**Table 8-52 (Cont.) Cash Remittance Operations (Refund by Cash) - Field Description**

Field	Description
<b>Narrative</b>	Displays the default narrative as <b>Cash Remittance Operation by Refund</b> , and it can be modified.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
- Click on the **Remittance Details** data segment to view the additional details of the remittance.

 **Note:**

This data segment is non-editable.

- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the request to Oracle Banking Payments using Instrument Pay Service. If the remittance is issued by another bank, the Oracle Banking Branch has to provide the test key number during handoff for validation. On transaction completion, the Oracle Banking Branch will hand off accounting to FLEXCUBE Universal Banking for the main leg.

### 8.3.2.7 Cash Remittance Refund by GL

The Teller can use the **Cash Remittance Operations** screen to refund the amount against a cash remittance.

The refund amount is credited to the GL account when the operation mode is **GL**.


To refund the amount:

- On the Homepage, from **Teller** mega menu, under **Remittances**, click **Cash Remittance Operations** or specify **Cash Remittance Operations** in the search icon bar and select the screen.


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

**Figure 8-55 Cash Remittance Operations (Refund by GL)**




2. On the **Cash Remittance Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 8-53 Cash Remittance Operations (Refund by GL) - Field Description**

Field	Description
<b>Issuing Branch Code</b>	Select the branch code where the remittance is issued.
<b>Remittance No</b>	Specify the remittance number.
<b>Test Key No</b>	Specify the test key number.
<b>Operation Type</b>	Select the type <b>Refund</b> from the drop-down list.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Query</b>	Click <b>Query</b> to fetch the remittance details.  <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b>, the system will make a service call to Oracle Banking Payments and fetch the remittance details.</p> </div>
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>GL Account</b>	Specify the GL account number.

**Table 8-53 (Cont.) Cash Remittance Operations (Refund by GL) - Field Description**

Field	Description
<b>GL Description</b>	Displays the description of the specified GL account number.
<b>GL Currency</b>	Specify the currency of the specified GL account.
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification No</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	Displays the exchange rate, and it can be modified.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>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 <i>Multi-Currency Configuration at Function Code Indicator level</i> is set as Y.</p> </div>
<b>GL Amount</b>	Displays the GL amount.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>This field is displayed only if <i>Multi-Currency Configuration at Function Code Indicator level</i> is set as Y.</p> </div>
<b>Total Charges</b>	Displays the total charge amount.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>This field is displayed only if <i>Total Charges Configuration at Function Code Indicator level</i> is set as Y.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>Cash Remittance Operation by Refund</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click on the **Remittance Details** data segment to view the additional details of the remittance.

 **Note:**

This data segment is non-editable.

5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the request to Oracle Banking Payments using Instrument Pay Service. If the remittance is issued by another bank, the Oracle Banking Branch has to provide the test key number during handoff for validation. On transaction completion, the Oracle Banking Branch will hand off accounting to FLEXCUBE Universal Banking for the main leg.

### 8.3.2.8 Cancel Cash Remittance by Account

The Teller can use the **Cash Remittance Operations** screen to cancel a cash remittance.

The cancellation amount is credited to a customer account when the operation mode is **Account**.

To cancel a cash remittance:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Cash Remittance Operations** or specify **Cash Remittance Operations** in the search icon bar and select the screen.

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

**Figure 8-56 Cash Remittance Operations (Cancel by Account)**

2. On the **Cash Remittance Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-54 Cash Remittance Operations (Cancel by Account) - Field Description**





Field	Description
<b>Issuing Branch Code</b>	Select the branch code where the remittance is issued.
<b>Remittance No</b>	Specify the remittance number of the instrument.
<b>Test Key No</b>	Specify the test key number.
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>Operation Mode</b>	Select the operation mode as <b>Account</b> from the drop-down values.
<b>Query</b>	Click <b>Query</b> to fetch the remittance details.  <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b>, the system will make a service call to Oracle Banking Payments and fetch the remittance details.</p> </div>
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>Beneficiary Account</b>	Displays the beneficiary account number.

Table 8-54 (Cont.) Cash Remittance Operations (Cancel by Account) - Field Description

Field	Description
<b>Beneficiary Name</b>	Displays the beneficiary's name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification No</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	Displays the exchange rate, and it can be modified.   <b>Note:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y.
<b>Account Amount</b>	Displays the account amount.   <b>Note:</b> This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y.
<b>Total Charges</b>	Displays the total charge amount.   <b>Note:</b> This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.
<b>Narrative</b>	Displays the default narrative as <b>Cash Remittance Operation by Cancel</b> , and it can be modified.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click on the **Remittance Details** data segment to view the additional details of the remittance.

 **Note:**

This data segment is non-editable.

**5. Click **Submit**.**

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the request to Oracle Banking Payments using Instrument Pay Service. If the remittance is issued by another bank, the Oracle Banking Branch has to provide the test key number during handoff for validation. On transaction completion, the Oracle Banking Branch will hand off accounting to FLEXCUBE Universal Banking for the main leg.

### 8.3.2.9 Cancel Cash Remittance by Cash

The Teller can use the **Cash Remittance Operations** screen to cancel a cash remittance.

The cancellation amount is paid by cash to the beneficiary when the operation mode is **Cash**.

To cancel a cash remittance:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Cash Remittance Operations** or specify **Cash Remittance Operations** in the search icon bar and select the screen.

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


**Figure 8-57 Cash Remittance Operations (Cancel by Cash)**

2. On the **Cash Remittance Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**




The fields, which are marked with an asterisk, are mandatory.

**Table 8-55 Cash Remittance Operations (Cancel by Cash) - Field Description**

Field	Description
<b>Issuing Branch Code</b>	Select the branch code where the remittance is issued.
<b>Remittance No</b>	Specify the remittance number.
<b>Test Key No</b>	Specify the test key number.
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>Operation Mode</b>	Select the operation mode as <b>Cash</b> from the drop-down values.
<b>Query</b>	Click <b>Query</b> to fetch the remittance details.  <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b>, the system will make a service call to Oracle Banking Payments and fetch the remittance details.</p> </div>



**Table 8-55 (Cont.) Cash Remittance Operations (Cancel by Cash) - Field Description**

Field	Description
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>Transaction Amount</b>	Displays the transaction currency and transaction amount.   <b>Note:</b>  By default, the local branch currency is displayed as a transaction currency, and it can be modified.
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification No</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	Displays the exchange rate, and it can be modified.   <b>Note:</b>  If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <code>Multi-Currency Configuration at Function Code Indicator level</code> is set as Y.
<b>Total Charges</b>	Displays the account amount.   <b>Note:</b>  This field is displayed only if <code>Total Charges Configuration at Function Code Indicator level</code> is set as Y.
<b>Narrative</b>	Displays the default narrative as <b>Cash Remittance Operation by Cancel</b> , and it can be modified.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
- Click on the **Remittance Details** data segment to view the additional details of the remittance.

 **Note:**

This data segment is non-editable.

6. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the request to Oracle Banking Payments using Instrument Pay Service. If the remittance is issued by another bank, the Oracle Banking Branch has to provide the test key number during handoff for validation. On transaction completion, the Oracle Banking Branch will hand off accounting to FLEXCUBE Universal Banking for the main leg.

### 8.3.2.10 Cancel Cash Remittance by GL

The Teller can use the **Cash Remittance Operations** screen to cancel a cash remittance.

The cancellation amount is credited to the GL account when the operation mode is **GL**.


To cancel a cash remittance:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Cash Remittance Operations** or specify **Cash Remittance Operations** in the search icon bar and select the screen.


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

**Figure 8-58 Cash Remittance Operations (Cancel by GL)**




2. On the **Cash Remittance Operations** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 8-56 Cash Remittance Operations (Cancel by GL) - Field Description**

Field	Description
<b>Issue Branch Code</b>	Select the branch code where the instrument is issued.
<b>Remittance No</b>	Specify the remittance number of the instrument.
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Query</b>	Click <b>Query</b> to fetch the remittance details.  <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b> When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b>, the system will make a service call to Oracle Banking Payments and fetch the remittance details.</p> </div>
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>GL Account</b>	Specify the GL account number.

**Table 8-56 (Cont.) Cash Remittance Operations (Cancel by GL) - Field Description**

Field	Description
<b>GL Description</b>	Displays the description of the specified GL account number.
<b>GL Currency</b>	Specify the currency of the specified GL account.
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification No</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	<p>Displays the exchange rate, and it can be modified.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration</code> at Function Code Indicator level is set as Y.</p> </div>
<b>GL Amount</b>	<p>Displays the GL amount.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Multi-Currency Configuration</code> at Function Code Indicator level is set as Y.</p> </div>
<b>Total Charges</b>	<p>Displays the total charge amount.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration</code> at Function Code Indicator level is set as Y.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>Cash Remittance Operation by Cancel</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click on the **Remittance Details** data segment to view the additional details of the remittance.

 **Note:**

This data segment is non-editable.

**5. Click **Submit**.**

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

On transaction submission, the system will hand off the request to Oracle Banking Payments using Instrument Pay Service. If the remittance is issued by another bank, the Oracle Banking Branch has to provide the test key number during handoff for validation. On transaction completion, the Oracle Banking Branch will hand off accounting to FLEXCUBE Universal Banking for the main leg.

### 8.3.3 Inward Remittance Registration

The **Inward Remittance Registration** screen is used to register an inward remittance and create a remittance instrument.

During inward registration, the specified test key will be validated internally to proceed with registration.


To register an inward remittance:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Inward Remittance Registration** or specify **Inward Remittance Registration** in the search icon bar and select the screen.

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

**Figure 8-59 Inward Remittance Registration**

2. On the **Inward Remittance Registration** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 8-57 Inward Remittance Registration - Field Description**


Field	Description
<b>Inward Remittance Reference</b>	Specify the inward remittance reference issued by the external bank during registration of the remittance.
<b>Remittance Amount</b>	Specify the remittance currency and amount.  <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b> By default, the logged-in branch local currency is displayed as remittance currency, and it can be modified.</p> </div>

Table 8-57 (Cont.) Inward Remittance Registration - Field Description

Field	Description
<b>Issuing Bank Code</b>	Specify the code of the external issuing bank.
<b>Issuing Bank Name</b>	Displays the name of the specified external issuing bank.
<b>Issue Branch Code</b>	Specify the branch code of the external issuing bank.
<b>Issue Branch Name</b>	Displays the name of the specified external issuing branch.
<b>Payable Bank Code</b>	Specify the payable bank code.
<b>Payable Bank Name</b>	Displays the payable bank name.
<b>Payable Branch Code</b>	Specify the payable branch code.
<b>Payable Branch Name</b>	Displays the payable branch name.
<b>Remittance Date</b>	Select the issue date of the TT.
<b>Remittance No</b>	Specify the remittance number of the TT.
<b>Test Key No</b>	Specify the test key number.
<b>Narrative</b>	Displays the default narrative as <b>Inward Remittance Registration</b> , and it can be modified.
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Beneficiary Name</b>	Displays the beneficiary's name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification No</b>	Specify the identification number of the beneficiary.
<b>Beneficiary Phone No</b>	Specify the phone number of the beneficiary.
<b>Funding Details</b>	Specify the fields.
<b>Remitter Account</b>	Specify the account number of the remitter.
<b>Remitter Name</b>	Displays the name of the specified remitter account.
<b>Address Line 1 to Address Line 4</b>	Displays the address of the specified remitter account.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Identification Type</b>	Select the identification type.
<b>Identification Number</b>	Specify the identification number.
<b>Remitter Phone No</b>	Specify the phone number of the remitter.

3. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

## 8.4 Travellers Cheque

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

This topic contains the following subtopics:

- [TC Sale by Other Modes](#)  
The Teller can use the **TC Sale by Other Modes** screen to issue TC against the customer's CASA or a GL account.
- [TC Sale Against Walk-in](#)  
The Teller can use the **TC Sale Against Walk-in** screen to sell TC to a walk-in customer by cash.
- [TC Purchase Against Account](#)  
The Teller can use the **TC Purchase Against Account** screen to purchase TC from a customer and the credit the equivalent amount to the customer account.
- [TC Purchase Against Walk-in](#)  
The Teller can use the **TC Purchase Against Walk-in** screen to purchase TC from a walk-in customer and pay out the equivalent amount in cash.

### 8.4.1 TC Sale by Other Modes

The Teller can use the **TC Sale by Other Modes** screen to issue TC against the customer's CASA or a GL account.

To issue TC against various modes:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **TC Sale by Other Modes** or specify **TC Sale by Other Modes** in the search icon bar and select the screen.

The **TC Sale by Other Modes** screen is displayed.



**Figure 8-60 TC Sale by Other Modes**

2. On the **TC Sale by Other Modes** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-58 TC Sale by Other Modes - Field Description**


Field	Description
<b>Issuing Bank Code</b>	Displays the code of the issuing bank.
<b>Issuing Bank Name</b>	Displays the name of the issuing bank.
<b>Issuing Branch Code</b>	Displays the code of the issuing branch.
<b>Branch Name</b>	Displays the name of the issuing branch.
<b>Issuer Code</b>	Click the search icon and select the issuer code from the list of values.  <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values provides the HO code of the logged-in branch and the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen.</p> </div>
<b>Issuer Code Description</b>	Displays the description of the specified <b>Issuer Code</b> .
<b>Issue Mode</b>	Select the mode of issue from the drop-down values ( <i>By Account</i> or <i>By GI</i> ).
<b>TC Amount</b>	Select the TC currency from the drop-down values, and specify the TC Amount.

Table 8-58 (Cont.) TC Sale by Other Modes - Field Description










Field	Description
TC Date	<p>Select the date of the TC.</p> <p> <b>Note:</b> By default, the current posting date is displayed.</p>
Account Number	<p>Specify the account number of the customer. When you press the <b>Tab</b> key, the system defaults the <b>Account Name</b>.</p> <p> <b>Note:</b> This field is applicable only if the <b>Issue Mode</b> is selected as <b>By Account</b>.</p>
Account Name	<p>Displays the name of the account.</p> <p> <b>Note:</b> This field is applicable only if the <b>Issue Mode</b> is selected as <b>By Account</b>.</p>
Account Amount	<p>Displays the account amount based on the <b>Exchange Rate, TC Amount</b>, and <b>Account Number</b> selected.</p> <p> <b>Note:</b> This field is applicable only if the <b>Issue Mode</b> is selected as <b>By Account</b>.</p>
GL Number	<p>Click the search icon, and select the GL number from the list of values.</p> <p> <b>Note:</b> This field is applicable only if the <b>Issue Mode</b> is selected as <b>By GL</b>.</p>

Table 8-58 (Cont.) TC Sale by Other Modes - Field Description

Field	Description
<b>GL Description</b>	<p>Displays the description of the specified GL account.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the <b>Issue Mode</b> is selected as <b>By GL</b>.</p>
<b>GL Amount</b>	<p>Displays the account amount based on the <b>Exchange Rate</b>, <b>TC Amount</b>, and <b>Account Number</b> selected.</p> <p> <b>Note:</b></p> <p>This field is applicable only if the <b>Issue Mode</b> is selected as <b>By GL</b>.</p>
<b>Cheque Number</b>	Specify the cheque number.
<b>Cheque Date</b>	Specify the date of the cheque.
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p> <b>Note:</b></p> <p>If the TC 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 the <b>Function Code</b> indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charges in the branch local currency.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Multi-Currency Configuration</b> at the <b>Function Code</b> indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the narrative as <b>TC Sale Against Account</b> and it can be modified.
<b>Beneficiary Details</b>	Specify the fields under this section.
<b>Beneficiary Name</b>	Specify the name of the beneficiary.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.

3. Specify the TC denomination details. For information on the fields in the **TC Denominations** segment, refer to [Add TC Denominations to Sell TC](#).
4. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

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

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

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

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

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

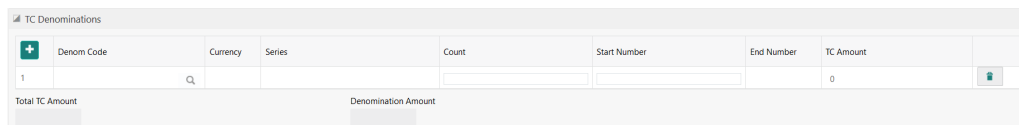
- [Add TC Denominations to Sell TC](#)  
You can add the denomination details for the TC in the **TC Denominations** data segment.

### 8.4.1.1 Add TC Denominations to Sell TC

You can add the denomination details for the TC in the **TC Denominations** data segment.

Make sure that the transaction details are added to the transaction screen.

**Figure 8-61 TC Denominations**





+	Denom Code	Currency	Series	Count	Start Number	End Number	TC Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

Total TC Amount:       Denomination Amount:

To add the denomination details:

On the **TC Denominations** data segment, specify the fields. For more information on fields, refer to the field description table.

**Table 8-59 TC Denominations - Field Description**

Field	Description
<b>Denom Code</b>	Specify the TC denomination code from the list of values.
<b>Currency</b>	Displays the default TC Currency.
<b>Series</b>	Specify the series of the TC Denom Code that needs to be sold from Teller's Till. <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values contains the valid TC series that are available with the Teller TC position. On click of LOV, the search criterion field will have <b>Series</b>, and the result criterion will display the <b>Series</b> and <b>Start Number</b>.</p> </div>
<b>Count</b>	Specify the count of the TC.
<b>Start Number</b>	Display the starting number of the series. <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Based on the series selected, the system will populate the <b>Start Number</b> available for the combination of <b>Currency</b>, <b>TC Denom Code</b>, and <b>Series</b>.</p> </div>
<b>End Number</b>	Displays the end number, which is the sum of the start number and the count.
<b>TC Amount</b>	Displays the TC Amount, which is the product of the denomination and the count.
<b>Total TC Amount</b>	Displays the total TC amount along with the currency.
<b>Denomination Amount</b>	Displays the denomination amount along with the currency.

## 8.4.2 TC Sale Against Walk-in

The Teller can use the **TC Sale Against Walk-in** screen to sell TC to a walk-in customer by cash.

To sell TC to a walk-in customer:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **TC Sale Against Walk-in** or specify **TC Sale Against Walk-in** in the search icon bar and select the screen.

The **TC Sale Against Walk-in** screen is displayed.

**Figure 8-62 TC Sale Against Walk-in**

The screenshot shows a web form titled "TC Sale Against Walk-in". The form is organized into several sections:

- Issuing Bank Information:** Includes fields for Issuing Bank Code, Issuing Branch Code, Issuer Code (with a search icon), Issuing Bank Name, Issuing Branch Name, and Issuer Code Description.
- Transaction Details:** Includes TC Amount, Transaction Amount, and Total Charge Amount, each with a dropdown menu and a numeric input field.
- Date and Exchange:** Includes TC Date (with a calendar icon) and Exchange Rate (with up/down arrows).
- Narrative:** A text area for "Narrative" containing the text "TC Sale Against Walk-in".
- Beneficiary Details:** A section with a sub-header "Beneficiary Details" containing fields for Beneficiary Name, Identification Number, and four Address Lines (Address Line 1 through Address Line 4).
- Identification Type:** A dropdown menu.
- Collapsible Sections:** Three sections at the bottom are collapsed: "Denomination", "TC Denomination", and "Charge Details".
- Buttons:** Three buttons are located at the bottom right: "Submit", "Clear", and "Cancel".

- On the **TC Sale Against Walk-in** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-60 TC Sale Against Walk-in - Field Description**

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

Table 8-60 (Cont.) TC Sale Against Walk-in - Field Description





Field	Description
<b>Issuer Code</b>	<p>Click the search icon, and select the issuer code from the list of values.</p> <p> <b>Note:</b></p> <p>The list of values provides the HO code of the logged-in branch and the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen.</p>
<b>Issuer Code Description</b>	Displays the description of the specified <b>Issuer Code</b> .
<b>TC Amount</b>	Select the TC currency from the drop-down values, and specify the TC Amount.
<b>TC Date</b>	<p>Select the date of the TC.</p> <p> <b>Note:</b></p> <p>By default, the current posting date is displayed.</p>
<b>Transaction Amount</b>	Select the transaction currency from the drop-down values. When you press the <b>Tab</b> key, the system displays the transaction amount based on the <b>Exchange Rate</b> , <b>TC Amount</b> , and <b>Account Number</b> selected.
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p> <b>Note:</b></p> <p>If the TC 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 the Function Code indicator level is set as Y.</p>
<b>Total Charge Amount</b>	<p>Displays the total charges in the branch local currency.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Multi-Currency Configuration</b> at the Function Code indicator level is set as Y.</p>
<b>Narrative</b>	Displays the narrative as <b>TC Sale Against Walk-in</b> , and it can be modified.
<b>Beneficiary Details</b>	Specify the fields.

Table 8-60 (Cont.) TC Sale Against Walk-in - Field Description

Field	Description
<b>Beneficiary Name</b>	Specify the name of the beneficiary.
<b>Identification Type</b>	Select the identification type from the drop-down values.
<b>Identification Number</b>	Specify the identification number.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.

- Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
- Specify the TC denomination details. For information on the fields in the **TC Denominations** segment, refer to [Add TC Denominations to Sell TC](#).
- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

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

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

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

## 8.4.3 TC Purchase Against Account

The Teller can use the **TC Purchase Against Account** screen to purchase TC from a customer and the credit the equivalent amount to the customer account.

To purchase TC from a customer:

- On the Homepage, from **Teller** mega menu, under **Remittances**, click **TC Purchase Against Account** or specify **TC Purchase Against Account** in the search icon bar and select the screen.

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



**Figure 8-63 TC Purchase Against Account**

2. On the **TC Purchase Against Account** screen, specify the fields. For more information on fields, refer to the field description table.





**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-61 TC Purchase Against Account - Field Description**

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

**Table 8-61 (Cont.) TC Purchase Against Account - Field Description**

Field	Description
<b>Issuer Code</b>	<p>Click the search icon and select the issuer code from the list of values.</p> <p> <b>Note:</b></p> <p>The list of values provides the HO code of the logged-in branch and the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen.</p>
<b>Issuer Code Description</b>	Displays the description of the specified <b>Issuer Code</b> .
<b>TC Amount</b>	Select the TC currency from the drop-down values, and specify the TC Amount.
<b>Purchase Date</b>	<p>Select the purchase date of the TC.</p> <p> <b>Note:</b></p> <p>By default, the current posting date is displayed.</p>
<b>Account Number</b>	Specify the account number of the Customer. When you press the <b>Tab</b> key, the system defaults the <b>Account Name</b> .
<b>Account Name</b>	Displays the name of the account.
<b>Account Amount</b>	Displays the account amount based on the <b>Exchange Rate</b> , <b>TC Amount</b> , and <b>Account Number</b> selected.
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p> <b>Note:</b></p> <p>If the TC 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 the Function Code indicator level is set as Y.</p>
<b>Total Charge Amount</b>	<p>Displays the total charges in the branch local currency.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Multi-Currency Configuration</b> at the Function Code indicator level is set as Y.</p>
<b>Narrative</b>	Displays the narrative as <b>TC Sale Against Account</b> , and it can be modified.

**Table 8-61 (Cont.) TC Purchase Against Account - Field Description**

Field	Description
<b>Beneficiary Details</b>	Specify the fields under this section.
<b>Beneficiary Name</b>	Specify the name of the beneficiary.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.

- Specify the TC denomination details. For information on the fields in the **TC Denominations** segment, refer to [Add TC Denominations to Purchase TC](#).
- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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

The following conditions apply for the TC status:

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

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

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

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

- [Add TC Denominations to Purchase TC](#)  
You can add the denomination details for the TC in the **TC Denominations** data segment.

### 8.4.3.1 Add TC Denominations to Purchase TC

You can add the denomination details for the TC in the **TC Denominations** data segment.

Make sure that the transaction details are added to the transaction screen.

**Figure 8-64 TC Denominations**

The screenshot shows a form titled "TC Denominations" with the following fields: Denom Code, Currency, Series, Count, Start Number, End Number, and TC Amount. The TC Amount field contains the value "0". Below the form, there are two summary fields: "Total TC Amount" and "Denomination Amount".

To add the denomination details:

On the **TC Denominations** data segment, specify the fields. For more information on fields, refer to the field description table.

**Table 8-62 TC Denominations - Field Description**

Field	Description
<b>Denom Code</b>	Specify the TC denomination code from the list of values.
<b>Currency</b>	Displays the default TC Currency.
<b>Series</b>	Specify the series of the TC Denom Code that is being purchased from the Agent.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-left: 20px;"> <p><b>Note:</b></p> <p>You can also select from the list of values if the bank is purchasing the TC which is already sold.</p> </div>
<b>Count</b>	Specify the count of the TC.
<b>Start Number</b>	Specify the starting number of the series for a new purchase of TC.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-left: 20px;"> <p><b>Note:</b></p> <p>You can also select from the list of values if the bank is purchasing the TC which is already sold.</p> </div>
<b>End Number</b>	Displays the end number, which is the sum of the start number and the count.
<b>TC Amount</b>	Displays the TC Amount, which is the product of the denomination and the count.
<b>Total TC Amount</b>	Displays the total TC amount along with the currency.
<b>Denomination Amount</b>	Displays the denomination amount along with the currency.

## 8.4.4 TC Purchase Against Walk-in

The Teller can use the **TC Purchase Against Walk-in** screen to purchase TC from a walk-in customer and pay out the equivalent amount in cash.

To purchase TC from a walk-in customer:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **TC Purchase Against Walk-in** or specify **TC Purchase Against Walk-in** in the search icon bar and select the screen.

The **TC Purchase Against Walk-in** screen is displayed.

**Figure 8-65 TC Purchase Against Walk-in**

The screenshot displays the 'TC Purchase Against Walk-in' form with the following fields and sections:

- Issuing Bank Code:** Input field.
- Issuing Branch Code:** Input field.
- Issuer Code:** Input field with a search icon.
- TC Amount:** Input field with a dropdown arrow.
- Transaction Amount:** Input field with a dropdown arrow.
- Total Charge Amount:** Input field.
- Beneficiary Details:**
  - Beneficiary Name:** Input field with an asterisk.
  - Identification Number:** Input field with an asterisk.
  - Address Line 2:** Input field.
  - Address Line 4:** Input field.
- Issuing Bank Name:** Input field.
- Issuing Branch Name:** Input field.
- Issuer Code Description:** Input field.
- TC Date:** Date picker field.
- Exchange Rate:** Input field with up/down arrows.
- Narrative:** Text area containing 'TC Purchase Against Walk-in'.
- Identification Type:** Dropdown menu with an asterisk.
- Address Line 1:** Input field.
- Address Line 3:** Input field.

At the bottom, there are three buttons: **Submit**, **Clear**, and **Cancel**. Below the form, there are three expandable sections: **Denomination**, **TC Denomination**, and **Charge Details**.

2. On the **TC Purchase Against Walk-in** screen, specify the fields. For more information on fields, refer to the field description table.

### Note:

The fields, which are marked with an asterisk, are mandatory.

**Table 8-63 TC Purchase Against Walk-in - Field Description**







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

Table 8-63 (Cont.) TC Purchase Against Walk-in - Field Description

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

3. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
4. Specify the TC denomination details. For information on the fields in the **TC Denominations** segment, refer to [Add TC Denominations to Purchase TC](#).
5. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
6. Click **Submit**.

A teller sequence number is generated, and the *Transaction Completed Successfully* information message is displayed.

 **Note:**

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

The following conditions apply for the TC status:

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

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

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

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

## 8.5 Instrument Status Update

The **Instrument Status Update** screen is used to change the status of used instrument numbers from 'Used' to 'Unused'. This screen is used only when an unused instrument is marked as 'Used' by the application.

To use an used instrument numbers:

1. On the Homepage, from **Teller** mega menu, under **Remittances**, click **Instrument Status Update** or specify **Instrument Status Update** in the search icon bar and select the screen.

### Note:

Make sure that authorization is enabled for this screen.

The **Instrument Status Update** screen is displayed.

**Figure 8-66 Instrument Status Update**

The screenshot shows a web application window titled "Instrument Status Update". At the top left, there is a label "Instrument Type" followed by a dropdown menu currently showing "Not Selected". To the right of this is a search field labeled "Branch" with a magnifying glass icon. Below the "Instrument Type" dropdown is a text input field labeled "Instrument Number". At the bottom right of the window, there are two buttons: "Submit" and "Cancel".



2. On the **Instrument Status Update** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 8-64 Instrument Status Update - Field Description**

Field	Description
<b>Instrument Type</b>	Select the instrument type from the drop-down list. The drop-down list shows the following values: <ul style="list-style-type: none"><li>• Banker's Cheque</li><li>• Demand Draft</li></ul>
<b>Branch</b>	Click search icon and select the branch code from the list of values.
<b>Instrument Number</b>	Specify the instrument number.

3. Click **Submit**.

The screen displays the information message based on the conditions below:

- If the instrument number is used, it will change the status from 'Used' to 'Unused' and displays the message as **Status is updated to Unused**.
- If the instrument number is unused, it displays the message as **Status is already Unused**.
- If the entered instrument number is incorrect, it displays the message as an **Invalid Instrument!**.

# 9

## Term Deposit Transactions

A deposit with a fixed tenure is called a time deposit or Term Deposits (TD). You can open, redeem, and top-up a term deposit using the TD transactions.

This topic contains the following subtopics:

- [TD Account Opening](#)  
The Teller can use the **TD Account Opening** screen to open a term deposit account.
- [TD Redemption Against Cash](#)  
The Teller can use the **TD Redemption Against Cash** screen to initiate manual redemption of the cash from a term deposit account.
- [TD Redemption Against Account](#)  
The Teller can use the **TD Redemption Against Account** screen to initiate manual redemption of the cash from a term deposit account.
- [TD Top-Up Against Account](#)  
The Teller can use the **TD Top-Up Against Account** screen to initiate the top-up for a term deposit account.
- [TD Top-Up Against Cash](#)  
The Teller can use the **TD Top-Up Against Cash** screen to initiate the top-up for a term deposit account.

### 9.1 TD Account Opening

The Teller can use the **TD Account Opening** 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 open a term deposit account:

1. On the Homepage, from **Teller** mega menu, under **Term Deposit**, click **TD Account Opening** or specify **TD Account Opening** in the search icon bar and select the screen.  
The **TD Account Opening** screen is displayed.

**Figure 9-1 TD Account Opening**

2. On the **TD Account Opening** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 9-1 TD Account Opening - Field Description**

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

**Table 9-1 (Cont.) TD Account Opening - Field Description**

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

3. Specify the funding details. For information on the fields in the **Funding Details** segment, refer to [Add Funding Details](#).
4. Specify the joint holder details. For information on the fields in the **Joint Holders** segment, refer to [Add Joint Holders Details](#).
5. Specify the payout details. For information on the fields in the **Payout Details** segment, refer to [Add Payout Details](#).
6. Specify the interest details. For information on the fields in the **Interest Details** segment, refer to [Add Interest Details](#).
7. Specify the rollover details. For information on the fields in the **Rollover Details** segment, refer to [Add Rollover Details](#).
8. Specify the denomination details. For information on the fields in the **Denomination Details** segment, refer to [Add Denomination Details](#).
9. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the Term Deposit module in FLEXCUBE Universal Banking for the TD account opening process.

Both TD account opening by cash and TD account opening by account can be viewed from the electronic journal log after submission.

- [Add Funding Details](#)  
The **Funding Details** data segment is used to add the details of the pay-by option for the TD.
- [Add Joint Holders Details](#)  
The **Joint Holders** data segment is used to add the details of the joint holders for the TD.
- [Add Payout Details](#)  
The **Payout Details** data segment is used to add the details of the maturity payment for the TD.
- [Add Interest Details](#)  
The **Interest Detail** data segment is used to add the details of the interest for the TD.
- [Add Rollover Details](#)  
The **Rollover Details** data segment is used to add the parameters for auto-renewal of the TD account.

## 9.1.1 Add Funding Details

The **Funding Details** data segment is used to add the details of the pay-by option for the TD.

The prerequisites are as follows:

1. Make sure that the deposit details are added to the **TD Account Opening** screen. For more information, refer to [TD Account Opening](#).
2. After you specify the deposit details, click on the **Funding Details** data segment.

**Figure 9-2 Funding Details (Cash)**

The screenshot shows a form titled 'Funding Details'. It has two main sections. The first section is 'Pay By', which is a dropdown menu currently showing 'Cash'. The second section is 'Transaction Amount', which consists of a text input field followed by a dropdown arrow.

**Figure 9-3 Funding Details (Account)**

The screenshot shows a form titled 'Funding Details'. It has four main sections. The first is 'Pay By', a dropdown menu set to 'Account'. The second is 'Account Number \*', a text input field. The third is 'Account Branch', a text input field. The fourth is 'Account Amount \*', a text input field. Below these is 'Exchange Rate \*', a dropdown menu set to '1' with up and down arrows.

The pay-by option can be selected as **Cash** or **Account** based on the requirement.

To add the funding details:

On the **Funding Details** data segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 9-2 Funding Details - Field Description**

Field	Description
<b>Pay By</b>	Select <b>Account</b> or <b>Cash</b> for the pay-in option.

**Table 9-2 (Cont.) Funding Details - Field Description**






Field	Description
<b>Transaction Amount</b>	<p>Specify the transaction currency if the <b>Pay By</b> is selected as <b>Cash</b>.</p> <div data-bbox="881 432 1372 693" style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>By default, branch currency will be shown and allow for editing. In addition, the system defaults the transaction amount based on the transaction currency selected.</p> </div>
<b>Account Number</b>	<p>Specify the account number from which the deposit account needs to be funded.</p> <div data-bbox="881 831 1372 1003" style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p> </div>
<b>Account Branch</b>	<p>Displays the branch of the selected account number.</p> <div data-bbox="881 1115 1372 1287" style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p> </div>
<b>Account Amount</b>	<p>Displays the currency of the selected account number and the calculated account amount based on the exchange rate.</p> <div data-bbox="881 1430 1372 1724" style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 at Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>

Table 9-2 (Cont.) Funding Details - Field Description

Field	Description
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the deposit currency into account or transaction currency, and it can be modified.</p> <div style="border: 1px solid #0070c0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the deposit currency is the same as the account or transaction currency, the system will display the exchange rate as 1. This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y.</p> </div>

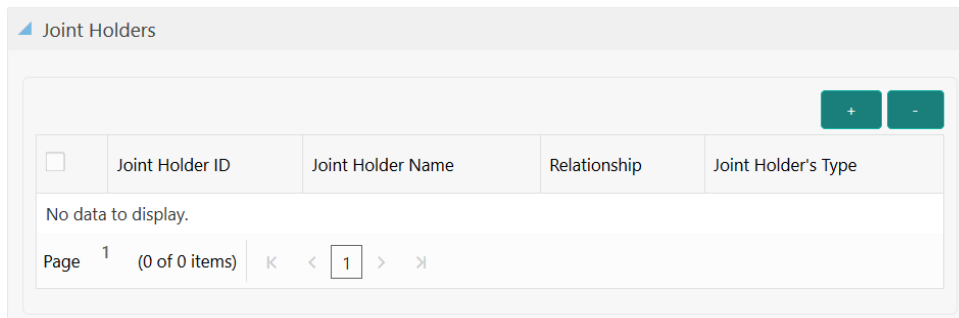
## 9.1.2 Add Joint Holders Details

The **Joint Holders** data segment is used to add the details of the joint holders for the TD.

The prerequisites are as follows:

1. Make sure that the deposit details are added to the **TD Account Opening** screen. For more information, refer to [TD Account Opening](#).
2. Specify the funding details. For more information, refer to [Add Funding Details](#).
3. After you specify the funding details, click on the **Joint Holders** data segment.

Figure 9-4 Joint Holders



This data segment is applicable only if the account type is maintained as **Joint**.

To add the details of the joint holders:

On the **Joint Holders** data segment, specify the fields. For more information on fields, refer to the field description table.

**Table 9-3 Joint Holders - Field Description**

Field	Description
<b>Joint Holder ID</b>	Select the customer ID, which is considered as a 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.

### 9.1.3 Add Payout Details

The **Payout Details** data segment is used to add the details of the maturity payment for the TD.

The prerequisites are as follows:

1. Make sure that the deposit details are added to the **TD Account Opening** screen. For more information, refer to [TD Account Opening](#).
2. Specify the funding details. For more information, refer to [Add Funding Details](#).
3. Specify the details of the joint holders. For more information, refer to [Add Joint Holders Details](#).
4. After you specify the details of the joint holders, click on the **Payout Details** data segment.

**Figure 9-5 Payout Details**

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

- Component Type \***: A dropdown menu.
- Repayment By \***: A dropdown menu.
- Payment Account**: A text input field with a search icon.
- Account Branch**: A greyed-out text input field.
- Beneficiary Name**: A text input field.
- Beneficiary Address 1**: A text input field.
- Beneficiary Address 2**: A text input field.
- Beneficiary Address 3**: A text input field.
- Beneficiary Address 4**: A text input field.

In this data segment, you can add the parameters for automatic payout through either account transfer, banker's cheque, or demand draft.

To add the payout details:

On the **Payout Details** data segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 9-4 Payout Details - Field Description**

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 is to be made.  <div data-bbox="909 730 954 770" data-label="Image"></div> <div data-bbox="954 730 1039 764" data-label="Section-Header"><b>Note:</b></div> <div data-bbox="954 787 1334 846" data-label="Text"> <p>This field allows you to input only if repayment is by account.</p> </div>
<b>Account Branch</b>	Displays the account branch based on the payment account selected.
<b>Beneficiary Name</b>	Specify the name of the beneficiary for the payout of BC or DD drawn.  <div data-bbox="909 1113 954 1152" data-label="Image"></div> <div data-bbox="954 1113 1039 1146" data-label="Section-Header"><b>Note:</b></div> <div data-bbox="954 1169 1334 1228" data-label="Text"> <p>This field allows you to input only if the repayment is by BC or DD.</p> </div>
<b>Beneficiary Address 1 to Beneficiary Address 4</b>	Specify the address of the beneficiary for the payout.

## 9.1.4 Add Interest Details

The **Interest Detail** data segment is used to add the details of the interest for the TD.

The prerequisites are as follows:

1. Make sure that the deposit details are added to the **TD Account Opening** screen. For more information, refer to [TD Account Opening](#).
2. Specify the funding details. For more information, refer to [Add Funding Details](#).
3. Specify the details of the joint holders. For more information, refer to [Add Joint Holders Details](#).
4. Specify the payout details. For more information, refer to [Add Payout Details](#).
5. After you specify the payout details, click on the **Interest Detail** data segment.

**Figure 9-6 Interest Detail**

The screenshot shows the 'Interest Detail' form with three main sections:

- Product Details:** A table with columns: Select, Waiver, Product Status, Continue Variance on Rollover. Below the table is the text 'No data to display.'
- Effective Date:** A table with columns: Select, Date, Status. Below the table is the text 'No data to display.' and a pagination control showing 'Page 1 (0 of 0 items)' with navigation arrows.
- User Defined Values:** A table with columns: Element, Value, Rate Code, Deposit Rate Code, Variance. Below the table is the text 'No data to display.' and a pagination control showing 'Page 1 (0 of 0 items)' with navigation arrows.

To add the interest details:

On the **Interest Detail** data segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 9-5 Interest Detail - Field Description**

Field	Description
<b>Product Details</b>	Displays the details of the deposit product.
<b>Select</b>	Select the check box to populate the Effective Date.
<b>Waiver</b>	Displays the waiver applicability ( <b>Y</b> or <b>N</b> ).
<b>Product Status</b>	Displays the product status code.
<b>Continue Variance on Rollover</b>	Displays the following applicability of variance: <ul style="list-style-type: none"> <li><b>Y</b> – If the variance is to be continued on rollover.</li> <li><b>N</b> – If the variance is not continued on rollover.</li> </ul>
<b>Effective Date</b>	Displays the effective date of the deposit product.
<b>Select</b>	Select the check box to populate the user-defined values.
<b>Date</b>	Displays the effective date.
<b>Status</b>	Displays the product status.
<b>User Defined Values</b>	Displays the user-defined values of the deposit product.
<b>Element</b>	Displays the element code. You can edit the value based on the requirements.
<b>Value</b>	Displays the value. You can edit the value based on the requirements.

**Table 9-5 (Cont.) Interest Detail - Field Description**

Field	Description
<b>Rate Code</b>	Displays the rate code. You can edit the value based on the requirements.
<b>Deposit Rate Code</b>	Displays the deposit rate code. You can edit the value based on the requirements.
<b>Variance</b>	Displays the variance. You can edit the value based on the requirements.

## 9.1.5 Add Rollover Details

The **Rollover Details** data segment is used to add the parameters for auto-renewal of the TD account.

The prerequisites are as follows:

1. Make sure that the deposit details are added to the **TD Account Opening** screen. For more information, refer to [TD Account Opening](#).
2. Specify the funding details. For more information, refer to [Add Funding Details](#).
3. Specify the details of the joint holders. For more information, refer to [Add Joint Holders Details](#).
4. Specify the payout details. For more information, refer to [Add Payout Details](#).
5. Specify the interest details. For more information, refer to [Add Interest Details](#).
6. After you specify the interest details, click on the **Rollover Details** data segment.

**Figure 9-7 Rollover Details**

The screenshot shows the 'Rollover Details' form with the following fields:

- Renewal Option \***: A dropdown menu.
- Renewal Type \***: A dropdown menu.
- Renewal Amount**: A dropdown menu and a text input field.
- Renewal Tenor \***: Three input fields for 'Days', 'Months', and 'Years', each with up and down arrow buttons.

To add the rollover details:




On the **Rollover Details** data segment, specify the fields. For more information on fields, refer to the field description table.



### Note:

The fields, which are marked with an asterisk, are mandatory.

**Table 9-6 Rollover Detail - Field Description**

Field	Description
<b>Renewal Option</b>	<p>Specify the renewal option from the following drop-down values:</p> <ul style="list-style-type: none"> <li>• <b>Account Class Tenor</b></li> <li>• <b>Account Tenor</b></li> <li>• <b>Independent</b></li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is mandatory to input if auto-renewal is selected.</p> </div>
<b>Renewal Type</b>	<p>Specify the renewal type from the following drop-down values:</p> <ul style="list-style-type: none"> <li>• <b>Principal</b></li> <li>• <b>Interest</b></li> <li>• <b>Principal + Interest</b></li> <li>• <b>Special Amount</b></li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is mandatory to input if auto-renewal is selected.</p> </div>
<b>Renewal Amount</b>	<p>Specify the renewal amount and renewal currency.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The renewal currency is displayed as a deposit currency.</p> </div>
<b>Renewal Tenor</b>	Specify the renewal tenor in days/months/year.

## 9.2 TD Redemption Against Cash

The Teller can use the **TD Redemption Against Cash** screen to initiate manual redemption of the cash from a term deposit account.

It is accomplished by the pre-mature redemption either in full or part, ahead of the maturity date or after the maturity date when TD is in grace days without maturing.

To perform TD redemption against cash:

1. On the Homepage, from **Teller** mega menu, under **Term Deposit**, click **TD Redemption - Cash** or specify **TD Redemption - Cash** in the search icon bar and select the screen.

The **TD Redemption Against Cash** screen is displayed.

**Figure 9-8 TD Redemption Against Cash**

2. On the **TD Redemption Against Cash** screen, specify the fields. For more information on fields, refer to the field description table.




 **Note:**

The fields, which are marked with an asterisk, are mandatory.


**Table 9-7 TD Redemption Against Cash - Field Description**

Field	Description
<b>Deposit Account</b>	Specify the deposit account number.
<b>Query</b>	Click <b>Query</b> 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.

**Table 9-7 (Cont.) TD Redemption Against Cash - Field Description**

Field	Description
<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>
<b>Waive Penalty</b>	Check this box to waive the penalty for redeeming the term deposit. <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This is applicable only if the <b>Redemption Mode</b> is selected as <b>Full Redemption</b>.</p> </div>
<b>Waive Interest</b>	Check this box to waive the interest for redeeming the term deposit. <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This is applicable only if the <b>Redemption Mode</b> is selected as <b>Full Redemption</b>.</p> </div>
<b>Transaction Currency</b>	Specify the currency in which the cash is handed over to the customer during redemption.
<b>Transaction Amount</b>	Displays the transaction amount based on the <b>Redemption Amount</b> and <b>Transaction Currency</b> . <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the deposit currency is different from the 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 <b>Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>

**Table 9-7 (Cont.) TD Redemption Against Cash - Field Description**

Field	Description
<b>Exchange Rate</b>	<p>Displays the exchange rate applicable for the transaction based on the deposit currency and transaction currency.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Multi-Currency Configuration</code> at <code>Function Code Indicator</code> level is set as <code>Y</code>.</p> </div>
<b>Narrative</b>	<p>Displays the default narrative as <b>Term Deposit Redemption Against Cash</b>, and it can be modified.</p>

3. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
4. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the Term Deposit module in FLEXCUBE Universal Banking for the TD redemption process.

## 9.3 TD Redemption Against Account

The Teller can use the **TD Redemption Against Account** screen to initiate manual redemption of the cash from a term deposit account.

It is accomplished by the pre-mature redemption either in full or part, ahead of the maturity date or after the maturity date when TD is in grace days without maturing.

To perform TD redemption against account:

1. On the Homepage, from **Teller** mega menu, under **Term Deposit**, click **TD Redemption - Account** or specify **TD Redemption - Account** in the search icon bar and select the screen.

The **TD Redemption Against Account** screen is displayed.

**Figure 9-9 TD Redemption Against Account**

2. On the **TD Redemption Against Account** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**




The fields, which are marked with an asterisk, are mandatory.

**Table 9-8 TD Redemption Against Account - Field Description**

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 <b>Query</b> 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/full redemption.
<b>Total Payout Amount</b>	Displays the total payout amount.
<b>Redemption Details</b>	Specify the fields.



**Table 9-8 (Cont.) TD Redemption Against Account - Field Description**

Field	Description
<b>Redemption Mode</b>	Select the redemption mode from the drop-down list ( <b>Partial Redemption</b> or <b>Full Redemption</b> ).
<b>Redemption Amount</b>	Specify as mentioned below: <ul style="list-style-type: none"> <li>If the <b>Redemption Mode</b> is selected as <b>Partial Redemption</b>, specify the redemption amount.</li> <li>If the <b>Redemption Mode</b> is selected as <b>Full Redemption</b>, it displays the principal amount as redemption amount.</li> </ul>
<b>Waive Penalty</b>	Check this box to waive the penalty for redeeming the term deposit. <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> This is applicable only if the <b>Redemption Mode</b> is selected as <b>Full Redemption</b>.</p> </div>
<b>Waive Interest</b>	Check this box to waive the interest for redeeming the term deposit. <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> This is applicable only if the <b>Redemption Mode</b> is selected as <b>Full Redemption</b>.</p> </div>
<b>Offset Account</b>	Specify the offset account number to which the redeemed funds are to be paid.
<b>Offset Account Amount</b>	The system defaults the amount in the offset account number.
<b>Offset Account Branch</b>	The system defaults the branch of the offset account number.
<b>Offset Account Name</b>	The system defaults the description of the offset account number.
<b>Exchange Rate</b>	Displays the exchange rate applicable for the transaction based on the deposit currency and offset account currency. <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>TD Redemption</b> , and it can be modified.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the Term Deposit module in FLEXCUBE Universal Banking for the TD redemption process.

## 9.4 TD Top-Up Against Account

The Teller can use the **TD Top-Up Against Account** screen to initiate the top-up for a term deposit account.

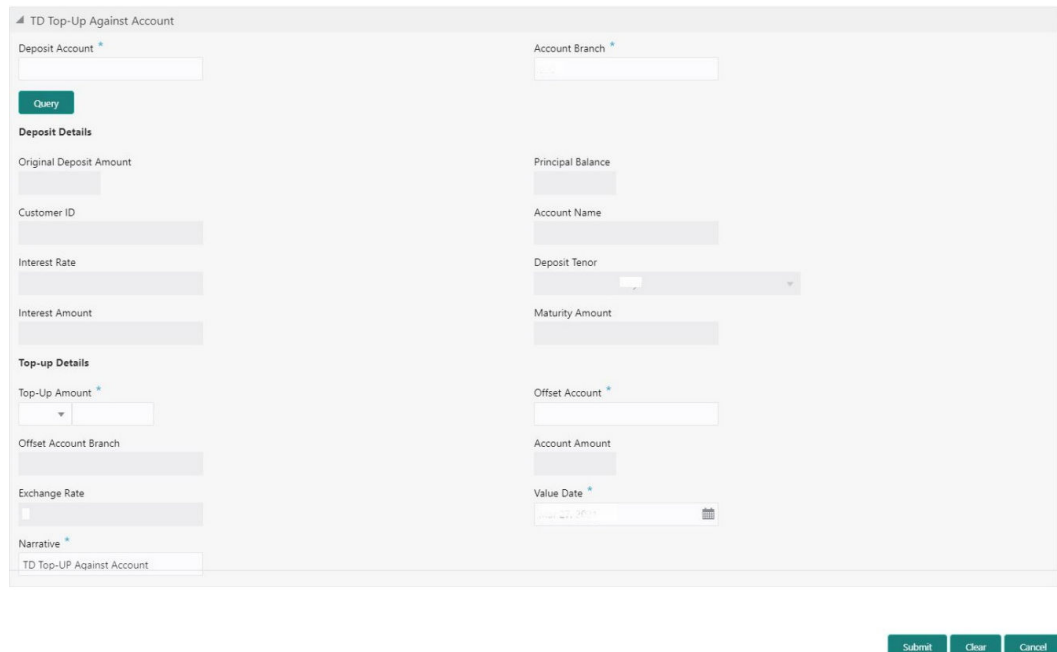
The top-up for a term deposit can be done after the opening date and before the maturity date.

To initiate the top-up for a term deposit:

1. On the Homepage, from **Teller** mega menu, under **Term Deposit**, click **TD Topup - Cash** or specify **TD Topup - Cash** in the search icon bar and select the screen.

The **TD Top-Up Against Account** screen is displayed.

**Figure 9-10 TD Top-Up Against Account**



TD Top-Up Against Account

Deposit Account \*

Account Branch \*

Query

**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 \*

Offset Account \*

Offset Account Branch

Account Amount

Exchange Rate

Value Date \*

Narrative \*

TD Top-UP Against Account

Submit Clear Cancel

2. On the **TD Top-Up Against Account** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

Table 9-9 TD Top-Up Against Account - Field Description

Field	Description
<b>Deposit Account</b>	Specify the deposit account number for which the top-up amount is to be added.
<b>Account Branch</b>	Displays the branch of the deposit account number.
<b>Query</b>	Click <b>Query</b> , 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.
<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.

- Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
- Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the Term Deposit module in FLEXCUBE Universal Banking for the TD top-up processing.

## 9.5 TD Top-Up Against Cash

The Teller can use the **TD Top-Up Against Cash** 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 initiate the top-up for a term deposit:

1. On the Homepage, from **Teller** mega menu, under **Term Deposit**, click **TD Topup - Cash** or specify **TD Topup - Cash** in the search icon bar and select the screen.

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

**Figure 9-11 TD Top-Up Against Cash**

2. On the **TD Top-Up Against Cash** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 9-10 TD Top-Up Against Cash - Field Description**

Field	Description
<b>Deposit Account</b>	Specify the deposit account number for which the top-up amount needs to be added.

Table 9-10 (Cont.) TD Top-Up Against Cash - Field Description

Field	Description
<b>Query</b>	Click <b>Query</b> to fetch the deposit details.
<b>Deposit Details</b>	Specify the fields.
<b>Original Deposit Amount</b>	Displays the principal amount at the time of TD account opening.
<b>Principal Balance</b>	Displays the principal balance of the deposit account.
<b>Customer ID</b>	Displays the customer ID of the deposit account number.
<b>Account Name</b>	Displays the account description of the deposit account number.
<b>Interest Amount</b>	Displays the calculated interest amount of the deposit account.
<b>Interest Rate</b>	Displays the interest rate of the deposit account.
<b>Deposit Tenor</b>	Displays the tenor of the deposit account.
<b>Interest Amount</b>	Displays the calculated interest amount of the deposit account.
<b>Maturity Amount</b>	Displays the amount available on the maturity of the deposit account.
<b>Top-Up Details</b>	Specify the fields.
<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.

3. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the Term Deposit module in FLEXCUBE Universal Banking for the TD top-up processing.

# 10

## Credit Card Transactions

The Teller can use the screens related to credit card transactions to perform credit card advances and payments.

This topic contains the following subtopics:

- [Credit Card Advance by Cash](#)  
The Teller can use the **Advance by Cash** screen to disburse the credit card advance in cash to a walk-in customer against the credit card.
- [Credit Card Advance by Transfer](#)  
The Teller can use the **Advance by Transfer** screen to transfer the credit card advance amount to a customer's account.
- [Credit Card Payment by Cash](#)  
The Teller can use the **Credit Card Payment by Cash** screen to accept cash from a walk-in customer and make a credit card payment.
- [Credit Card Payment by Non-Cash Modes](#)  
The Teller can use the **Credit Card Payment** screen to make credit card payments by debiting a walk-in customer's account or clearing a cheque.
- [Stop Card Request](#)  
The Teller can use the **Stop Card Request** screen to block the credit card of a customer.

### 10.1 Credit Card Advance by Cash

The Teller can use the **Advance by Cash** screen to disburse the credit card advance in cash to a walk-in customer against the credit card.

To perform credit card advance by cash:

1. On the Homepage, from **Teller** mega menu, under **Credit Card**, click **Advance by Cash** or specify **Advance by Cash** in the search icon bar and select the screen.

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

**Figure 10-1 Advance by Cash**

2. On the **Advance by Cash** screen, specify the fields. For more information on fields, refer to the field description table.





 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 10-1 Advance by Cash - Field Description**

Field	Description
<b>Credit Card</b>	Specify the credit card number against which the cash advance is to be made. When you press the <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.

Table 10-1 (Cont.) Advance by Cash - Field Description

Field	Description
<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. <p> <b>Note:</b></p> <p>This field is mandatory only if the document type is selected.</p>
<b>Approval Reference Number</b>	Specify the approval reference if already approved.
<b>Exchange Rate</b>	Displays the exchange rate. <p> <b>Note:</b></p> <p>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 the <b>Function Code</b> indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	Display the account amount along with the currency. <p> <b>Note:</b></p> <p>This field is displayed only if <b>Multi-Currency Configuration</b> at the <b>Function Code</b> indicator level is set as <b>Y</b>.</p>
<b>Total Charges (LCY)</b>	Displays the total charges applicable for the cash advance. <p> <b>Note:</b></p> <p>This field is displayed only if <b>Total Charges Configuration</b> at <b>Function Code</b> indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the narrative as <b>Advance by Cash</b> , and it can be modified.



3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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.

## 10.2 Credit Card Advance by Transfer

The Teller can use the **Advance by Transfer** screen to transfer the credit card advance amount to a customer's account.

To perform credit card advance by transfer:

1. On the Homepage, from **Teller** mega menu, under **Credit Card**, click **Advance by Transfer** or specify **Advance by Transfer** in the search icon bar and select the screen.

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

**Figure 10-2 Advance by Transfer**

2. On the **Advance by Transfer** screen, specify the fields. For more information on fields, refer to the field description table.





 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 10-2 Advance by Transfer - Field Description**

Field	Description
<b>Credit Card</b>	Specify the credit card number against which the cash advance is to be made. When you press the <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.

Table 10-2 (Cont.) Advance by Transfer - Field Description

Field	Description
<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. <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is mandatory only if the document type is selected.</p> </div>
<b>Approval Reference Number</b>	Specify the approval reference if already approved.
<b>Exchange Rate</b>	Displays the exchange rate. <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi-Currency Configuration at the Function Code indicator level is set as Y.</p> </div>
<b>Account Amount</b>	Display the account amount along with the currency. <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if Multi-Currency Configuration at the Function Code indicator level is set as Y.</p> </div>
<b>Total Charges</b>	Displays the total charges applicable for the cash advance. <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if Total Charges Configuration at Function Code indicator level is set as Y.</p> </div>

**Table 10-2 (Cont.) Advance by Transfer - Field Description**

Field	Description
Narrative	Displays the narrative as <b>Advance by Transfer</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the advance against the credit card is transferred successfully to the account of the walk-in customer.

## 10.3 Credit Card Payment by Cash

The Teller can use the **Credit Card Payment by Cash** screen to accept cash from a walk-in customer and make a credit card payment.

To perform credit card payment by cash:

1. On the Homepage, from **Teller** mega menu, under **Credit Card**, click **Payment by Cash** or specify **Payment by Cash** in the search icon bar and select the screen.

The **Credit Card Payment by Cash** screen is displayed.

**Figure 10-3 Credit Card Payment by Cash**

2. On the **Credit Card Payment by Cash** screen, specify the fields. For more information on fields, refer to the field description table.




**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 10-3 Credit Card Payment by Cash - Field Description**

Field	Description
<b>Credit Card</b>	Specify the credit card number for which the payment is to be made. When you press the <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.
<b>Payment Amount</b>	Select the transaction currency from the drop-down values and specify the payment amount.  <div style="border: 1px solid #0070c0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If <b>Multi-Currency and Total Charges Configuration</b> are set as <b>Y</b>, then the currency in the <b>Payment Amount</b> field defaults credit card currency, and it can be modified. If it is set as <b>N</b>, then the <b>Payment</b> currency is defaulted and displayed.</p> </div>

**Table 10-3 (Cont.) Credit Card Payment by Cash - Field Description**

Field	Description
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration</code> at the Function Code indicator level is set as <code>Y</code>.</p>
<b>Credit Amount</b>	<p>Display the credit amount along with the currency.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Multi-Currency Configuration</code> at the Function Code indicator level is set as <code>Y</code>.</p>
<b>Total Charges</b>	<p>Displays the total charges applicable for the credit card payment.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration</code> at the Function Code indicator level is set as <code>Y</code>.</p>
<b>Narrative</b>	<p>Displays the narrative as <b>Credit Card Payment by Cash</b>, and it can be modified.</p>

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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.

## 10.4 Credit Card Payment by Non-Cash Modes

The Teller can use the **Credit Card Payment** screen to make credit card payments by debiting a walk-in customer's account or clearing a cheque.

This topic contains the following subtopics:

- [Credit Card Payment by Account](#)  
The Teller can use the **Credit Card Payment by Account** screen to make credit card payments by debiting a walk-in customer's account.
- [Credit Card Payment by Clearing Cheque](#)  
The Teller can use the **Credit Card Payment by Clearing Cheque** screen to make credit card payments by clearing a cheque.

### 10.4.1 Credit Card Payment by Account

The Teller can use the **Credit Card Payment by Account** screen to make credit card payments by debiting a walk-in customer's account.

The fields in this screen are displayed based on the **Account** payment mode.


To make credit card payment by account:

1. On the Homepage, from **Teller** mega menu, under **Credit Card**, click **Credit Card Payment** or specify **Credit Card Payment** in the search icon bar and select the screen.

The **Credit Card Payment by Account** screen is displayed.

**Figure 10-4 Credit Card Payment by Account**

2. On the **Credit Card Payment by Account** screen, specify the fields. For more information on fields, refer to the field description table.





 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 10-4 Credit Card Payment by Account - Field Description**


Field	Description
<b>Payment Mode</b>	Select the payment mode as <b>Account</b> .
<b>Credit Card</b>	Specify the credit card number for which the payment is to be made. When you press the <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.



Table 10-4 (Cont.) Credit Card Payment by Account - Field Description

Field	Description
<b>Payment Amount</b>	<p>Select the transaction currency from the drop-down values and specify the payment amount.</p> <p> <b>Note:</b></p> <p>If Multi-Currency and Total Charges Configuration is set as Y, then the currency in the <b>Payment Amount</b> field to default credit card currency and can be modified. If it is set as N, then Payment currency is defaulted and displayed.</p>
<b>Debit Amount</b>	<p>Specify the account number from which the amount is to be debited.</p>
<b>Cheque Number</b>	<p>Specify the cheque number.</p> <p> <b>Note:</b></p> <p>The system validates the status of the cheque and prompts an error message if incase of a Used or Stopped or Invalid cheque.</p>
<b>Cheque Date</b>	<p>Specify the date mentioned in the cheque.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p> <b>Note:</b></p> <p>If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi-Currency Configuration at the Function Code indicator level is set as Y.</p>
<b>Credit Amount</b>	<p>Display the credit amount along with the currency.</p> <p> <b>Note:</b></p> <p>This field is displayed only if Multi-Currency Configuration at the Function Code indicator level is set as Y.</p>

**Table 10-4 (Cont.) Credit Card Payment by Account - Field Description**

Field	Description
<b>Total Charge Amount</b>	<p>Displays the total charges applicable for the credit card payment.</p> <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Total Charges Configuration</code> at <code>Function Code</code> indicator level is set as <code>Y</code>.</p> </div>
<b>Narrative</b>	Displays the narrative as <b>Credit Card Payment by Account</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charges** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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.

## 10.4.2 Credit Card Payment by Clearing Cheque

The Teller can use the **Credit Card Payment by Clearing Cheque** screen to make credit card payments by clearing a cheque.

The fields in this screen are displayed based on the **Clearing Cheque** payment mode.

To make credit card payment by clearing cheque:

1. On the Homepage, from **Teller** mega menu, under **Credit Card**, click **Credit Card Payment** or specify **Credit Card Payment** in the search icon bar and select the screen. The **Credit Card Payment by Cheque** screen is displayed.

**Figure 10-5 Credit Card Payment by Cheque**

2. On the **Credit Card Payment by Cheque** screen, specify the fields. For more information on fields, refer to the field description table.




 **Note:**

The fields, which are marked with an asterisk, are mandatory.


**Table 10-5 Credit Card Payment by Clearing Cheque - Field Description**

Field	Description
<b>Payment Mode</b>	Select the payment mode as <b>Clearing Cheque</b> .
<b>Credit Card</b>	Specify the credit card number for which the payment is to be made. When you press the <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.

**Table 10-5 (Cont.) Credit Card Payment by Clearing Cheque - Field Description**

Field	Description
<b>Cheque Amount</b>	<p>Select the transaction currency from the drop-down values and specify the payment amount.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If <code>Multi-Currency and Total Charges Configuration</code> is set as <code>Y</code>, then the currency in <b>Payment Amount</b> field to default credit card currency and it can be modified. If it is set as <code>N</code>, then Payment currency is defaulted and displayed.</p> </div>
<b>Cheque Number</b>	Specify the cheque number from which the amount is 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.
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration at the Function Code indicator level</code> is set as <code>Y</code>.</p> </div>
<b>Credit Amount</b>	<p>Display the credit amount along with the currency.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Multi-Currency Configuration at the Function Code indicator level</code> is set as <code>Y</code>.</p> </div>

**Table 10-5 (Cont.) Credit Card Payment by Clearing Cheque - Field Description**

Field	Description
<b>Total Charge Amount</b>	<p>Displays the total charges applicable for the credit card payment.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if Total Charges Configuration at the Function Code indicator level is set as Y.</p> </div>
<b>Narrative</b>	Displays the narrative as <b>Credit Card Payment by Clearing Cheque</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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.

## 10.5 Stop Card Request

The Teller can use the **Stop Card Request** screen to block the credit card of a customer.

To block a credit card:

1. On the Homepage, from **Teller** mega menu, under **Credit Card**, click **Stop Card** or specify **Stop Card** in the search icon bar and select the screen.

The **Stop Card Request** screen is displayed.

**Figure 10-6 Stop Card Request**

2. On the **Stop Card Request** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 10-6 Stop Card Request - Field Description**

Field	Description
<b>Card Number</b>	Specify the credit card number, which needs to be blocked. When you press the <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.
<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.

3. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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.

# 11

## Loan Transactions

The loan transactions are used to perform loan disbursement and loan repayment transactions.

This topic contains the following subtopics:

- [Loan Disbursement by Cash](#)  
The Teller can use the **Loan Disbursement by Cash** screen to disburse the loan by cash.
- [Loan Repayment by Cash](#)  
The Teller can use the **Loan Repayment by Cash** screen to accept repayment of a loan by cash.

### 11.1 Loan Disbursement by Cash

The Teller can use the **Loan Disbursement by Cash** screen to disburse the loan by cash.

To perform loan disbursement by cash:

1. On the Homepage, from **Teller** mega menu, under **Loan Transactions**, click **Loan Disbursement by Cash** or specify **Loan Disbursement by Cash** in the search icon bar and select the screen.

The **Loan Disbursement by Cash** screen is displayed.

**Figure 11-1** Loan Disbursement by Cash

Loan Disbursement By Cash

Loan Account \*  
|

Disbursement Amount \*  
▼

Exchange Rate  
| ▼ ▲

Account Amount  
|

Total Charges (LCY)  
|

Narrative \*  
Loan Disbursement By Cash

▶ Charges

▶ Denomination




Submit Clear Cancel

- On the **Loan Disbursement by Cash** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**


The fields, which are marked with an asterisk, are mandatory.

**Table 11-1 Loan Disbursement by Cash - Field Description**

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



**Table 11-1 (Cont.) Loan Disbursement by Cash - Field Description**

Field	Description
<b>Account Amount</b>	<p>Displays the total cash to be disbursed to the customer in loan account currency.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed only if <b>Multi-Currency Configuration at Function Code</b> 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.</p> </div>
<b>Narrative</b>	<p>Displays the narrative as <b>Loan Disbursement By Cash</b>, and it can be modified.</p>

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the respective product processor to trigger disbursement and on transaction completion, the cash is disbursed successfully to the walk-in customer against the loan account.

## 11.2 Loan Repayment by Cash

The Teller can use the **Loan Repayment by Cash** screen to accept repayment of a loan by cash.

To perform loan repayment by cash:

1. On the Homepage, from **Teller** mega menu, under **Loan Transactions**, click **Loan Repayment by Cash** or specify **Loan Repayment by Cash** in the search icon bar and select the screen.

The **Loan Repayment by Cash** screen is displayed.


**Figure 11-2 Loan Repayment by Cash**

2. On the **Loan Repayment by Cash** screen, specify the fields. For more information on fields, refer to the field description table.




 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 11-2 Loan Repayment by Cash - Field Description**

Field	Description
<b>Loan Account</b>	Specify the loan account number. When you press the <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>Account Branch</b>	Specify the branch code.
<b>Query</b>	Click this icon to fetch the details of loan account based on the branch code.

**Table 11-2 (Cont.) Loan Repayment by Cash - Field Description**

Field	Description
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p> <b>Note:</b></p> <p>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 <i>Multi-Currency Configuration at the Function Code indicator level</i> is set as <i>Y</i>.</p>
<b>Total Charges (LCY)</b>	<p>Displays the total charges in the branch local currency.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <i>Total Charge Configuration at Function Code indicator level</i> is set as <i>Y</i>.</p>
<b>Account Amount</b>	<p>Displays the repayment amount in loan account currency.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <i>Multi-Currency Configuration at Function Code indicator level</i> is set as <i>Y</i>. If the loan account currency is different from repayment currency, then the system will derive the account amount based on the exchange rate.</p>
<b>Narrative</b>	<p>Displays the narrative as <b>Loan Repayment By Cash</b>, and it can be modified.</p>

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the *Transaction Completed Successfully* information message is displayed.

 **Note:**

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 the respective product processor to trigger disbursement, and on transaction completion, the loan amount is repaid successfully.

# 12

## Islamic Transactions

The Teller can use the following screens to perform various Islamic transactions.

This topic contains the following subtopics:

- [Murabaha Payment by Cash](#)  
The Teller can use the **Murabaha Payment by Cash** screen to accept cash to repay the Murabaha loan amount.
- [Islamic Down Payment by Cash](#)  
The Teller can use the **Islamic Down Payment by Cash** screen to accept down payment by cash for an Islamic loan account.
- [Islamic TD Account Opening](#)  
The Teller can use the **Islamic TD Account Opening** screen to open an Islamic TD account.

### 12.1 Murabaha Payment by Cash

The Teller can use the **Murabaha Payment by Cash** screen to accept cash to repay the Murabaha loan amount.

To perform Murabaha payment by cash:

1. On the Homepage, from **Teller** mega menu, under **Islamic Transactions**, click **Murabaha Payment by Cash** or specify **Murabaha Payment by Cash** in the search icon bar and select the screen.

The **Murabaha Payment by Cash** screen is displayed.

**Figure 12-1 Murabaha Payment by Cash**

2. On the **Murabaha Payment by Cash** screen, specify the fields. For more information on fields, refer to the field description table.




**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 12-1 Murabaha Payment by Cash - Field Description**

Field	Description
<b>Murabaha Account</b>	Specify the Murabaha account number. When you press the <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.  <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>By default, the repayment currency is displayed as financing account currency. If the Multi-Currency Configuration at the Function Code indicator level is set as Y, it can be modified, and if it is N, then the default value cannot be modified.</p> </div>

**Table 12-1 (Cont.) Murabaha Payment by Cash - Field Description**

Field	Description
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p> <b>Note:</b></p> <p>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 <code>Multi-Currency Configuration</code> at the Function Code indicator level is set as <code>Y</code>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charges in the branch local currency.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Multi-Currency Configuration</code> at the Function Code indicator level is set as <code>Y</code>.</p>
<b>Account Amount</b>	<p>Displays the repayment amount in loan account currency. This amount will be derived based on the <b>Repayment Amount</b> and <b>Exchange Rate</b>.</p> <p> <b>Note:</b></p> <p>This field is displayed only if <code>Multi-Currency Configuration</code> at the Function Code indicator level is set as <code>Y</code>.</p>
<b>Narrative</b>	<p>Displays the narrative as <b>Murabaha Payment By Cash</b>, and it can be modified.</p>

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the Islamic Financing module using the payment service. It is accomplished by handing off the entries to the accounting system (Dr Cash GL and Cr Int. Bridge GL) as maintained in the Accounting Definition screen, and the system updates the Till cash position.

## 12.2 Islamic Down Payment by Cash

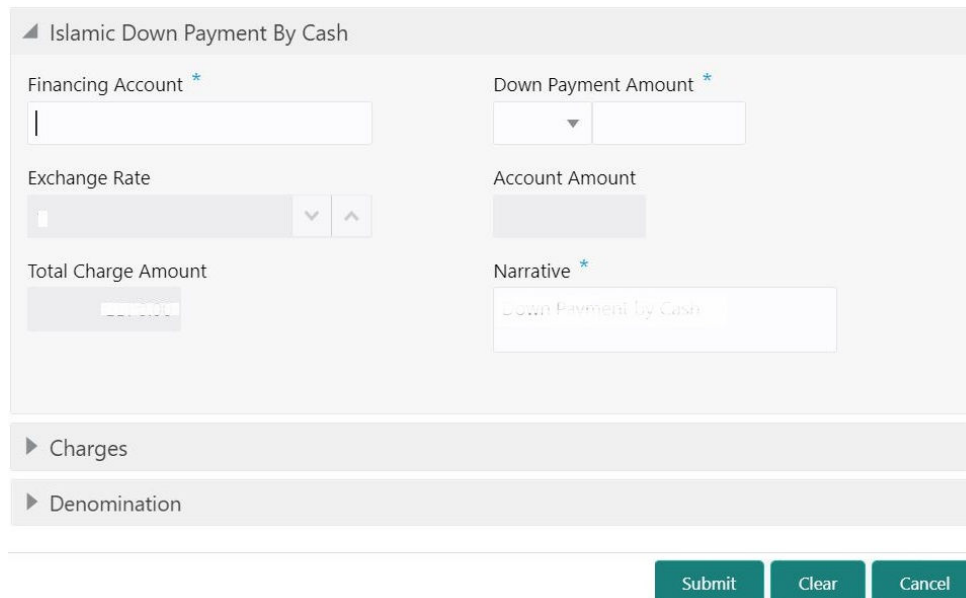
The Teller can use the **Islamic Down Payment by Cash** screen to accept down payment by cash for an Islamic loan account.

To perform Islamic down payment by cash:

1. On the Homepage, from **Teller** mega menu, under **Islamic Transactions**, click **Islamic Down Payment by Cash** or specify **Islamic Down Payment by Cash** in the search icon bar and select the screen.

The **Islamic Down Payment by Cash** screen is displayed.

**Figure 12-2 Islamic Down Payment by Cash**







2. On the **Islamic Down Payment by Cash** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.



**Table 12-2 Islamic Down Payment by Cash - Field Description**

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

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 the Islamic Financing module. It is accomplished by handing off entries to the accounting system (Dr Cash GL and Cr Int. Bridge GL) as maintained in the Accounting Definition screen, and the system updates the Till cash position.

## 12.3 Islamic TD Account Opening

The Teller can use the **Islamic TD Account Opening** screen to open an Islamic TD account.

The following details are necessary to open an Islamic TD account:

- Deposit details
- Funding details
- Joint Holder details
- Payout details
- Rollover details


To open an Islamic TD account:

1. On the Homepage, from **Teller** mega menu, under **Islamic Transactions**, click **Islamic TD Account Opening** or specify **Islamic TD Account Opening** in the search icon bar and select the screen.

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

**Figure 12-3 Islamic TD Account Opening**

2. On the **Islamic TD Account Opening** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 12-3 Islamic TD Account Opening - Field Description**

Field	Description
Customer ID	Select the Customer ID from the list of values.
Customer Name	Displays the name of the specified Customer ID.

**Table 12-3 (Cont.) Islamic TD Account Opening - Field Description**

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

3. Specify the funding details. For information on the fields in the **Funding Details** segment, refer to [Add Funding Details for Islamic TD](#).
4. Specify the joint holder details. For information on the fields in the **Joint Holders** segment, refer to [Add Joint Holders for Islamic TD](#).
5. Specify the payout details. For information on the fields in the **Payout Details** segment, refer to [Add Payout Details for Islamic TD](#).
6. Specify the rollover details. For information on the fields in the **Rollover Details** segment, refer to [Add Rollover Details for Islamic TD](#).
7. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
8. Click **Submit**.

A teller sequence number is generated, and the Transaction Completed Successfully information message is displayed.

 **Note:**

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 the Islamic Financing TD module for account creation.

- [Add Funding Details for Islamic TD](#)  
The **Funding Details** data segment is used to add the details of the pay-by option for the Islamic TD.
- [Add Joint Holders for Islamic TD](#)  
The **Joint Holders** data segment is used to add the details of the joint holders for the Islamic TD.
- [Add Payout Details for Islamic TD](#)  
The **Payout Details** data segment is used to add the details of the maturity payment for the Islamic TD.
- [Add Rollover Details for Islamic TD](#)  
The **Rollover Details** data segment is used to add the parameters for auto-renewal of the Islamic TD account.

### 12.3.1 Add Funding Details for Islamic TD

The **Funding Details** data segment is used to add the details of the pay-by option for the Islamic TD.

The prerequisites are as follows:

1. Make sure that the deposit details are added to the **Islamic TD Account Opening** screen. For more information, refer to [Islamic TD Account Opening](#).
2. After you specify the deposit details, click on the **Funding Details** data segment.

**Figure 12-4 Funding Details (Cash)**

The screenshot shows a form titled "Funding Details" with a dropdown menu for "Pay By" set to "Cash" and a greyed-out "Transaction Amount" field.

**Figure 12-5 Funding Details (Account)**

The screenshot shows a form titled "Funding Details" with several fields: "Pay By" (dropdown set to "Account"), "Account Number" (text field with an asterisk), "Account Branch" (greyed-out), "Account Amount" (text field with an asterisk), "Cheque Number" (text field), "Cheque Date" (calendar icon), and "Exchange Rate" (dropdown with up/down arrows and an asterisk).

The pay-by option can be selected as **Cash** or **Account** based on the requirement.

To add the funding details:

On the **Funding Details** data segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 12-4 Funding Details - Field Description**








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 needs to be funded.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p> </div>
<b>Account Branch</b>	Displays the branch of the selected account number.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p> </div>
<b>Account Amount</b>	Displays the currency of the selected account number and the calculated account amount based on the exchange rate.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p> </div>
<b>Cheque Number</b>	Specify the cheque number of the account.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p> </div>

Table 12-4 (Cont.) Funding Details - Field Description

Field	Description
<b>Cheque Date</b>	Specify the date as mentioned in the cheque.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p> </div>
<b>Transaction Amount</b>	Specify the transaction currency if the <b>Pay By</b> is selected as <b>Cash</b> .  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b> By default, branch currency will be shown and allow for editing. In addition, the system defaults the transaction amount based on the transaction currency selected.</p> </div>
<b>Exchange Rate</b>	Displays the exchange rate used to convert the deposit currency into account or transaction currency, and it can be modified.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b> If the deposit currency is the 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 at Function Code Indicator</b> level is set as <b>Y</b>.</p> </div>

### 12.3.2 Add Joint Holders for Islamic TD

The **Joint Holders** data segment is used to add the details of the joint holders for the Islamic TD.

The prerequisites are as follows:

1. Make sure that the deposit details are added to the **Islamic TD Account Opening** screen. For more information, refer to [Islamic TD Account Opening](#).
2. Specify the funding details. For more information, refer to [Add Funding Details for Islamic TD](#).
3. After you specify the funding details, click on the **Joint Holders** data segment.

**Figure 12-6 Joint Holders**

This data segment is applicable only if the account type is maintained as **Joint**.

To add the details of the joint holders:

On the **Joint Holders** data segment, specify the fields. For more information on fields, refer to the field description table.

**Table 12-5 Joint Holders - Field Description**

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.

### 12.3.3 Add Payout Details for Islamic TD

The **Payout Details** data segment is used to add the details of the maturity payment for the Islamic TD.

The prerequisites are as follows:

1. Make sure that the deposit details are added to the **Islamic TD Account Opening** screen. For more information, refer to [Islamic TD Account Opening](#).
2. Specify the funding details. For more information, refer to [Add Funding Details for Islamic TD](#).
3. Specify the details of the joint holders. For more information, refer to [Add Joint Holders for Islamic TD](#).
4. After you specify the details of the joint holders, click on the **Payout Details** data segment.



**Figure 12-7 Payout Details**

In this data segment, you can add the parameters for automatic payout through either account transfer, banker's cheque, or demand draft.

To add the payout details:

On the **Payout Details** data segment, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 12-6 Payout Details - Field Description**

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 is 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.
<b>Beneficiary Name</b>	Specify the name of the beneficiary for the payout of BC or DD drawn. <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b> This field allows you to input only if the repayment is by BC or DD.</p> </div>
<b>Beneficiary Address 1 to Beneficiary Address 4</b>	Specify the address of the beneficiary for the payout.

## 12.3.4 Add Rollover Details for Islamic TD

The **Rollover Details** data segment is used to add the parameters for auto-renewal of the Islamic TD account.

The prerequisites are as follows:

1. Make sure that the deposit details are added to the **Islamic TD Account Opening** screen. For more information, refer to [Islamic TD Account Opening](#).
2. Specify the funding details. For more information, refer to [Add Funding Details for Islamic TD](#).
3. Specify the details of the joint holders. For more information, refer to [Add Joint Holders for Islamic TD](#).
4. Specify the payout details. For more information, refer to [Add Payout Details for Islamic TD](#).
5. After you specify the payout details, click on the **Rollover Details** data segment.

**Figure 12-8 Rollover Details**

To add the rollover details:

On the **Rollover Details** data segment, specify the fields. For more information on fields, refer to the field description table.





**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 12-7 Rollover Detail - Field Description**

Field	Description
<b>Auto Renewal</b>	Select if auto-renewal is required for the deposit account.

**Table 12-7 (Cont.) Rollover Detail - Field Description**

Field	Description
<b>Renewal Type</b>	<p>Specify the renewal type from the following drop-down values:</p> <ul style="list-style-type: none"> <li>• <b>Principal</b></li> <li>• <b>Principal + Profit</b></li> <li>• <b>Special Amount</b></li> <li>• <b>Profit</b></li> </ul> <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 20px;"> <p> <b>Note:</b></p> <p>This field is mandatory to input if auto-renewal is selected.</p> </div>
<b>Renewal Amount</b>	<p>Specify the renewal amount and renewal currency.</p> <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 20px;"> <p> <b>Note:</b></p> <p>The renewal currency is displayed as the deposit currency.</p> </div>
<b>Renewal Tenor</b>	Specify the renewal tenor in days/months/year.

# 13

## Bill Payments

The bill payment transactions are used to make payments for various utility bills.

This topic contains the following subtopics:

- [Bill Payment by Cash](#)  
The Teller can use the **Bill Payment by Cash** screen to make utility bill payments by cash.
- [Bill Payments by Other Modes](#)  
The bill payment transactions are used to make payments for various utility bills. Utility bill payments can be performed for the Institutions, which are already maintained in product processors. The bill payment can be made by account and clearing cheque.

### 13.1 Bill Payment by Cash

The Teller can use the **Bill Payment by Cash** screen to make utility bill payments by cash.

Utility bill payment can be performed for the institutions, which are already maintained in product processors.

To make bill payment by cash:

1. On the Homepage, from **Teller** mega menu, under **Bill Payments**, click **Bill Payment by Cash** or specify **Bill Payment by Cash** in the search icon bar and select the screen.  
The **Bill Payment by Cash** screen is displayed.

**Figure 13-1 Bill Payment by Cash**


The screenshot displays the 'Bill Payment by Cash' interface. It features a grid of input fields for transaction details. On the left side, there are fields for 'Utility Provider ID' (with a search icon), 'Settlement Account', 'Account Description', 'Bill Number', 'Bill Amount', and 'Exchange Rate'. On the right side, there are fields for 'Utility Provider Name', 'Account Currency', 'Consumer Number', 'Bill Date', 'Transaction Amount', and 'Narrative'. The 'Narrative' field is pre-filled with 'Bill Payment by Cash'. Below the main grid, there are expandable sections for 'Charge Details' and 'Denomination'. At the bottom right, there are three buttons: 'Submit', 'Clear', and 'Cancel'.

2. On the **Bill Payment by Cash** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 13-1 Bill Payment by Cash - Field Description**

Field	Description
<b>Utility Provider ID</b>	Click the search icon, and select the utility provider ID from the list of values.
<b>Settlement Account</b>	Displays the account number of the specified utility provider ID.
<b>Account Currency</b>	Displays the account currency of the settlement account.
<b>Account Description</b>	Displays the account description of the settlement account.
<b>Utility Provider Name</b>	Displays the name of the specified utility provider ID.
<b>Consumer Number</b>	Specify the consumer number.
<b>Bill Number</b>	Specify the bill number.
<b>Bill Date</b>	Specify the bill date.
<b>Bill Amount</b>	Select the currency from the drop-down values, and specify the bill amount that needs to be paid.
<b>Transaction Amount</b>	Select the transaction currency from the drop-down values. The transaction amount is displayed based on the exchange rate.
<b>Exchange Rate</b>	Displays the exchange rate.   <b>Note:</b>  If the bill currency is the same as the Transaction currency, the system displays the exchange rate as 1. This field is displayed only if <i>Multi-Currency Configuration</i> at the Function Code indicator level is set as <i>Y</i> .
<b>Narrative</b>	Displays the narrative as <b>Bill Payment By Cash</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Specify the denomination details. For information on the fields in the **Denomination** segment, refer to [Add Denomination Details](#).
5. Click **Submit**.

A teller sequence number is generated, and the *Transaction Completed Successfully* information message is displayed.

 **Note:**

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the main leg accounting (Dr Cash GL and Cr Institution ID account GL) and charge accounting details are handed off to the Accounting System.

## 13.2 Bill Payments by Other Modes

The bill payment transactions are used to make payments for various utility bills. Utility bill payments can be performed for the Institutions, which are already maintained in product processors. The bill payment can be made by account and clearing cheque.

This topic contains the following subtopics:

- [Bill Payment by Account](#)  
The Teller can use the **Bill Payment by Account** screen to make utility bill payments against an account.
- [Bill Payment by Clearing Cheque](#)  
The Teller can use the **Bill Payment** screen to make utility bill payment by clearing cheque.

### 13.2.1 Bill Payment by Account

The Teller can use the **Bill Payment by Account** screen to make utility bill payments against an account.

Utility bill payment can be performed for the institutions, which are already maintained in product processors.

To make utility bill payment by account:

1. On the Homepage, from **Teller** mega menu, under **Bill Payments**, click **Bill Payment by Other Modes** or specify **Bill Payment by Account** in the search icon bar and select the screen.

The **Bill Payment by Account** screen is displayed.

 **Note:**

By default, the system displays the **Bill Payment by Account** screen.

**Figure 13-2 Bill Payment by Account**

2. On the **Bill Payment by Account** screen, specify the fields. For more information on fields, refer to the field description table.



 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 13-2 Bill Payment by Account - Field Description**

Field	Description
<b>Payment Mode</b>	Select the payment mode type from the drop-down list. The values are: <ul style="list-style-type: none"> <li>• Account</li> <li>• Clearing Cheque</li> </ul>
<b>Utility Provider ID</b>	Click the search icon, and select the utility provider ID from the list of values.
<b>Utility Provider Name</b>	Displays the name of the specified utility provider ID.
<b>Settlement Account</b>	Displays the account number of the specified utility provider ID.
<b>Account Currency</b>	Displays the account currency of the settlement account.
<b>Account Description</b>	Displays the account description of the settlement account.
<b>Consumer Number</b>	Specify the consumer number.
<b>Bill Number</b>	Specify the bill number.
<b>Bill Date</b>	Specify the bill date.
<b>Bill Amount</b>	Select the currency from the drop-down values, and specify the bill amount that needs to be paid.
<b>Account Number</b>	Specify the account number against which the bill payment needs to be done.
<b>Account Name</b>	Displays the name of the specified account number.

**Table 13-2 (Cont.) Bill Payment by Account - Field Description**

Field	Description
<b>Cheque Number</b>	Specify the cheque number, if the amount needs to be debited through the cheque.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The system validates the status of the cheque and prompts an error message if incase of a Used or Stopped or Invalid cheque.</p> </div>
<b>Cheque Date</b>	Specify the cheque date, if the amount needs to be debited through the cheque.
<b>Account Amount</b>	Displays the amount that needs to be debited based on the exchange rate.
<b>Exchange Rate</b>	Displays the exchange rate.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the bill currency is the same as the Transaction currency, the system displays the exchange rate as 1. This field is displayed only if Multi-Currency Configuration at the Function Code indicator level is set as Y.</p> </div>
<b>Narrative</b>	Displays the narrative as <b>Bill Payment Against Account</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the main leg accounting (Dr Cash GL and Cr Institution ID account GL) and charge accounting details are handed off to the Accounting System.



## 13.2.2 Bill Payment by Clearing Cheque

The Teller can use the **Bill Payment** screen to make utility bill payment by clearing cheque.

Utility bill payment can be performed for the institutions, which are already maintained in product processors.

To make utility bill payment by account:

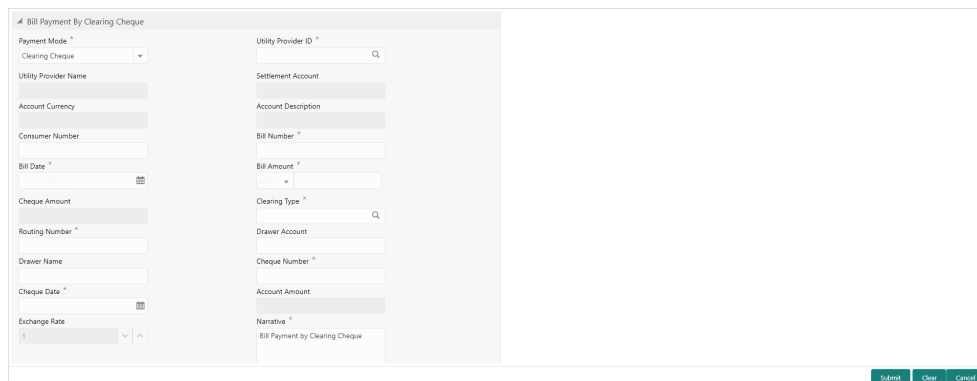
1. On the Homepage, from **Teller** mega menu, under **Bill Payments**, click **Bill Payment by Other Modes** or specify **Bill Payment by Clearing Cheque** in the search icon bar and select the screen.

The **Bill Payment by Clearing Cheque** screen is displayed.

 **Note:**

By default, the system displays the **Bill Payment by Account** screen.

**Figure 13-3 Bill Payment by Clearing Cheque**



2. On the **Bill Payment by Clearing Cheque** screen, specify the fields. For more information on fields, refer to the field description table.



 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 13-3 Bill Payment by Account - Field Description**

Field	Description
<b>Payment Mode</b>	Select the payment mode type from the drop-down list. The values are: <ul style="list-style-type: none"> <li>• Account</li> <li>• Clearing Cheque</li> </ul>

Table 13-3 (Cont.) Bill Payment by Account - Field Description

Field	Description
<b>Utility Provider ID</b>	Click the search icon, and select the utility provider ID from the list of values.
<b>Utility Provider Name</b>	Displays the name of the specified utility provider ID.
<b>Settlement Account</b>	Displays the account number of the specified utility provider ID.
<b>Account Currency</b>	Displays the account currency of the settlement account.
<b>Account Description</b>	Displays the account description of the settlement account.
<b>Consumer Number</b>	Specify the consumer number.
<b>Bill Number</b>	Specify the bill number.
<b>Bill Date</b>	Specify the bill date.
<b>Bill Amount</b>	Select the currency from the drop-down values, and specify the bill amount that needs to be paid.
<b>Cheque Amount</b>	Displays the currency and bill amount value.
<b>Clearing Type</b>	Click Search icon, and select clearing network code from the drop-down values.
<b>Routing Number</b>	Specify the routing number.
<b>Drawer Account</b>	Specify the drawer account.
<b>Drawer Name</b>	Specify the drawer name.
<b>Cheque Number</b>	Specify the cheque number, if the amount needs to be debited through the cheque.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The system validates the status of the cheque and prompts an error message if incase of a Used or Stopped or Invalid cheque.</p> </div>
<b>Cheque Date</b>	Specify the cheque date, if the amount needs to be debited through the cheque.
<b>Account Amount</b>	Displays the amount that needs to be debited based on the exchange rate.
<b>Exchange Rate</b>	Displays the exchange rate.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the bill currency is the same as the Transaction currency, the system displays the exchange rate as 1. This field is displayed only if Multi-Currency Configuration at the Function Code indicator level is set as Y.</p> </div>
<b>Narrative</b>	Displays the narrative as <b>Bill Payment by Clearing Cheque</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the main leg accounting (Dr Cash GL and Cr Institution ID account GL) and charge accounting details are handed off to the Accounting System.

# 14

## Session Teller Transactions

The Teller can use the screens under the **Teller Session** menu to perform financial transactions for customer accounts in a teller session.

The cash transactions can be performed only when the teller session is started, refer to [Start Teller Session](#) to start a teller session. The Teller can enter the denomination details for a teller session in the [Stop Teller Session](#) screen. Denomination tracking must be enabled for this functionality.

This topic contains the following subtopics:

- [Cash Deposit](#)  
The **Cash Deposit** screen is used to deposit the cash in a CASA through a Teller Session.
- [Cash Withdrawal](#)  
The **Cash Withdrawal** screen is used to withdraw funds from the CASA account of the customer.
- [FX Sale Against Walk-in](#)  
The **FX Sale Against Walk-in** screen is used to sell a foreign currency to a walk-in customer in return for the equivalent amount received in another currency.
- [FX Purchase Against Walk-in](#)  
The **FX Purchase Against Walk-in** screen is used to buy foreign currency from walk-in customers.
- [Loan Repayment by Cash](#)  
The Teller can use the **Loan Repayment by Cash** screen to accept cash from a walk-in customer to repay the loan amount.

### 14.1 Cash Deposit

The **Cash Deposit** screen is used to deposit the cash in a CASA through a Teller Session.

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 deposit the cash through a Teller Session:

1. On the Homepage, click **Teller**. On the Teller Mega Menu, under **Session Teller Transactions**, click **Cash Deposit** or specify the **Cash Deposit** in the search icon bar and select the screen.

The **Cash Deposit** screen is displayed.

**Figure 14-1 Cash Deposit**

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

- Account Number \***: A text input field.
- Transaction Amount \***: A dropdown menu followed by a text input field.
- Exchange Rate**: A text input field with up and down arrow buttons.
- Account Amount**: A text input field.
- Total Charge Amount**: A text input field.
- Narrative \***: A text area containing the text 'Cash Deposit'.
- Charge Details**: A section header with a right-pointing triangle icon.
- Buttons**: Three buttons at the bottom right: 'Submit', 'Clear', and 'Cancel'.

2. On the **Cash Deposit** screen, specify the fields. For more information on fields, refer to [Table 4-1](#).

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**. For more information on transaction submission and validations, refer to [Step 5 in Cash Deposit](#).

The `Transaction Completed Successfully` information message is displayed.

## 14.2 Cash Withdrawal

The **Cash Withdrawal** screen is used to withdraw funds from the CASA account of the customer.

The withdrawal is subject to the availability of a sufficient balance or available credit limit. When the transaction is performed, it updates the available balance in the CASA account immediately.

To withdraw the cash through a Teller Session:

1. On the Homepage, click **Teller**. On the Teller Mega Menu, under **Session Teller Transactions**, click **Cash Withdrawal** or specify the **Cash Withdrawal** in the search icon bar and select the screen.

The **Cash Withdrawal** screen is displayed.

**Figure 14-2 Cash Withdrawal**

The screenshot shows a web form titled "Cash Withdrawal". It has a header bar with a left-pointing arrow and the text "Cash Withdrawal". Below the header, there are several input fields arranged in two columns. The left column contains: "Account Number \*" (text input), "Exchange Rate" (dropdown with up/down arrows), "Total Charge Amount" (text input), and "Narrative \*" (text area containing "Cash Withdrawal"). The right column contains: "Transaction Amount \*" (dropdown with a downward arrow), "Account Amount" (text input), and "Total Charge Amount" (text input). Below these fields is a section titled "Charge Details" with a right-pointing arrow. At the bottom right, there are three buttons: "Submit", "Clear", and "Cancel".

2. On the **Cash Withdrawal** screen, specify the fields. For more information on fields, refer to [Table 4-3](#).

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 [Step 5](#) in [Cash Deposit](#).

## 14.3 FX Sale Against Walk-in

The **FX Sale Against Walk-in** screen is used to sell a foreign currency to a walk-in customer in return for the equivalent amount received in another currency.

To sell a foreign currency to a walk-in customer:

1. On the Homepage, click **Teller**. On the Teller Mega Menu, under **Session Teller Transactions**, click **FX Sale - Walk-in** or specify the **FX Sale - Walk-in** in the search icon bar and select the screen.

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

**Figure 14-3** FX Sale Against Walk-in

The screenshot displays the 'FX Sale Against Walk-in' form with the following fields and controls:

- Amount Sold \***: A dropdown menu and a text input field.
- Beneficiary Name \***: A text input field.
- Beneficiary Address2**: A text input field.
- Beneficiary Address4**: A text input field.
- Identification Number**: A text input field.
- Amount Received**: A text input field.
- Narrative \***: A text area containing the text 'FX Sale Against Walk-in'.
- Currency Received \***: A searchable dropdown menu.
- Beneficiary Address1**: A text input field.
- Beneficiary Address3**: A text input field.
- Identification Type**: A dropdown menu.
- Exchange Rate**: A numeric input field with up and down arrow controls.
- Total Charge Amount**: A text input field.

At the bottom of the form, there is a 'Charge Details' section with a right-pointing arrow. Below the form are three buttons: 'Submit', 'Clear', and 'Cancel'.

2. On the **FX Sale Against Walk-in** screen, specify the fields. For more information on fields, refer to [Table 4-6](#).

### Note:

The fields, which are marked with an asterisk, are mandatory.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).

4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 *Step 5* in [Cash Deposit](#).

## 14.4 FX Purchase Against Walk-in

The **FX Purchase Against Walk-in** screen is used to buy foreign currency from walk-in customers.

To buy foreign currency from a walk-in customer:

1. On the Homepage, click **Teller**. On the Teller Mega Menu, under **Session Teller Transactions**, click **FX Purchase Against Walk-in** or specify the **FX Purchase Against Walk-in** in the search icon bar and select the screen.

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



**Figure 14-4 FX Purchase Against Walk-in**

2. On the **FX Purchase Against Walk-in** screen, specify the fields. For more information on fields, refer to [Table 4-8](#).

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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 [Step 5 in Cash Deposit](#).

## 14.5 Loan Repayment by Cash

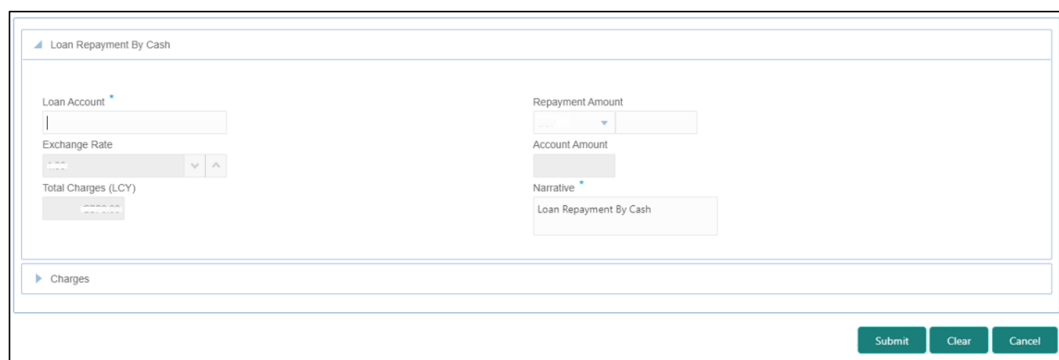
The Teller can use the **Loan Repayment by Cash** screen to accept cash from a walk-in customer to repay the loan amount.

To make loan repayment by cash:

1. On the Homepage, click **Teller**. On the Teller Mega Menu, under **Session Teller Transactions**, click **Loan Repayment by Cash** or specify the **Loan Repayment by Cash** in the search icon bar and select the screen.

The **Loan Repayment by Cash** screen is displayed.

**Figure 14-5** Loan Repayment by Cash



2. On the **Loan Repayment by Cash** screen, specify the fields. For more information on fields, refer to [Table 11-2](#).

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

A teller sequence number is generated, and the `Transaction Completed Successfully` information message is displayed.

 **Note:**

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.

# 15

## Journal Log

The Teller or Supervisor can use screens under the **Journal Log** menu to view the status of transactions performed by them. It is also used to resubmit or reject an incomplete transaction or reverse a completed transaction.

This topic contains the following subtopics:

- [About Electronic and Servicing Journals](#)  
In the **Electronic Journal** and **Servicing Journal** screens, 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.
- [Electronic Journal](#)  
Tellers and Supervisors can use the **Electronic Journal** screen to view the status of the cash transactions performed by them on the posting date.
- [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.
- [Reassign Transactions](#)  
Tellers and Supervisors can use the **Reassign Transactions** screen to re-assign the transactions that are pending approval to the other Supervisor or to unlock a locked transaction.

### 15.1 About Electronic and Servicing Journals

In the **Electronic Journal** and **Servicing Journal** screens, 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.

#### Common Operations

These screens are used to perform the following operations:

**Table 15-1 Operations in Journal Log**

Operation	Description
<b>View Status</b>	View the status of all transactions performed by the logged-in Teller ID.
<b>Reverse Completed Transactions</b>	Reverse the completed transaction posted by Teller during the day.
<b>Re-submit Incomplete Transactions</b>	Re-submit the incomplete transactions performed by the logged-in Teller ID, that are either: <ul style="list-style-type: none"><li>• Approved by the supervisor and moved to Teller EJ log for re-submission.</li><li>• Processed by an external system (for example, Oracle Banking Payments) and responded to Teller with the status as <b>Success</b>.</li></ul>

**Table 15-1 (Cont.) Operations in Journal Log**

Operation	Description
<b>Reject Incomplete Transactions</b>	Reject the incomplete transactions that are either: <ul style="list-style-type: none"> <li>Rejected by an external system (for example, Oracle Banking Payments) with the status as <b>Reject</b>.</li> <li>Prompted with error due to processing validations.</li> </ul>
<b>View Approval History</b>	View the approval history to see the list of all transactions that are either approved or rejected by the logged-in approver ID.
<b>Approve or Reject Transactions</b>	Approve or Reject the transactions that are assigned to the logged-in Approver ID during the day.
<b>Discard of Reversal Transactions</b>	When the approver rejects the reversal request, the transaction is marked as rejected and the teller discards the rejected status, the transaction is moved to the discarded transaction.

In the tile and grid views, the transactions are displayed for all statuses by default. The status can be changed using the filters option. If the user closes the screen with a status other than All, the selected status will default until the browser tab is closed. The following conditions apply for the default status:



**Table 15-2 Conditions for Default Status**

Condition	Description
<b>The browser tab is not closed</b>	The transactions will be displayed for the previously selected status if the screen is launched again.
<b>The browser tab is closed and the user logs in to the application in a new tab or window</b>	The transactions will be displayed for all statuses if the screen is launched.

**Common Icons, Actions, and Shortcut Keys**

Users can perform one of the following actions on the **Electronic Journal** and **Servicing Journal** screens:

**Table 15-3 Symbols**

Icon	Description
	Click on this icon to display the details in the tile view.
	Click on this icon to display the details in the grid view.

After filling the necessary fields in the **Electronic Journal** and **Servicing Journal** screens, you can do one of the following steps:

Table 15-4 Basic Actions

Action	Description
<b>Fetch</b>	Click <b>Fetch</b> to get the list of transactions based on the query criteria specified. When you click <b>Fetch</b> , the following details are displayed for each transaction: <ul style="list-style-type: none"> <li>• Function Code and Screen Name</li> <li>• Transaction Reference Number</li> <li>• Teller Sequence Number</li> <li>• Transaction Amount</li> <li>• Account Number</li> <li>• Teller ID</li> <li>• Teller Remarks</li> </ul>
<b>Clear</b>	Click <b>Clear</b> to clear the specified values.

Users can also navigate to necessary the transaction; perform the operations using the shortcut keys as follows:

1. Press the **Tab** key, and navigate to the list of transactions in grid view.
2. Use **Up/Down** arrow keys to select the necessary transaction.
3. Use **Left/Right** arrow keys to select the icon.
4. Press **Spacebar** to view the operations applicable to the selected transaction.
5. Use **Up/Down** arrow keys to select the necessary operation.

## 15.2 Electronic Journal

Tellers and Supervisors can use the **Electronic Journal** screen to view the status of the cash transactions performed by them on the posting date.

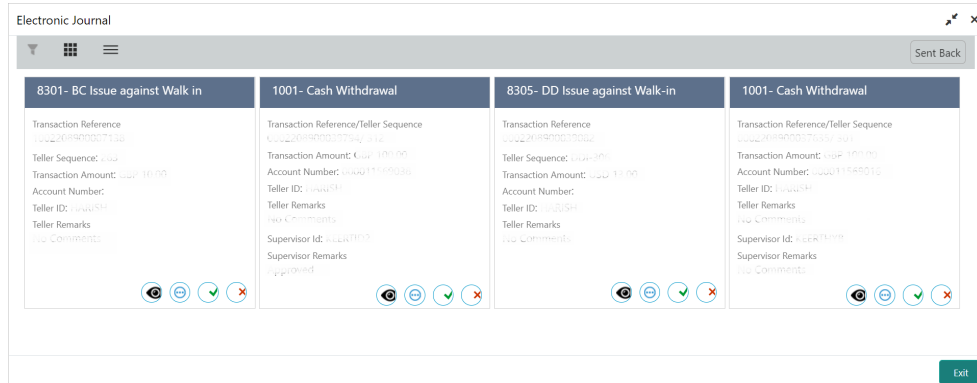
For information on the common operations and icons on this screen, refer to [About Electronic and Servicing Journals](#).

To view the status of the cash transactions:


1. On the Homepage, from **Teller** mega menu, under **Journal Log**, click **Electronic Journal** or specify **Electronic Journal** in the search icon bar and select the screen.

The **Electronic Journal** screen is displayed.

**Figure 15-1 Electronic Journal (List View)**

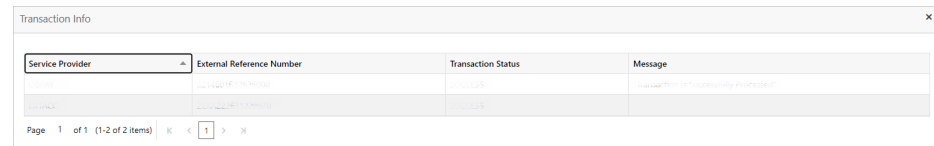




You can perform any of the following actions in this screen:



- Click  icon to view the transaction information. This screen provides the details of the transactions handed off to the external system.



The **Transaction Info** pop-up screen is displayed.

**Figure 15-2 Transaction Info**

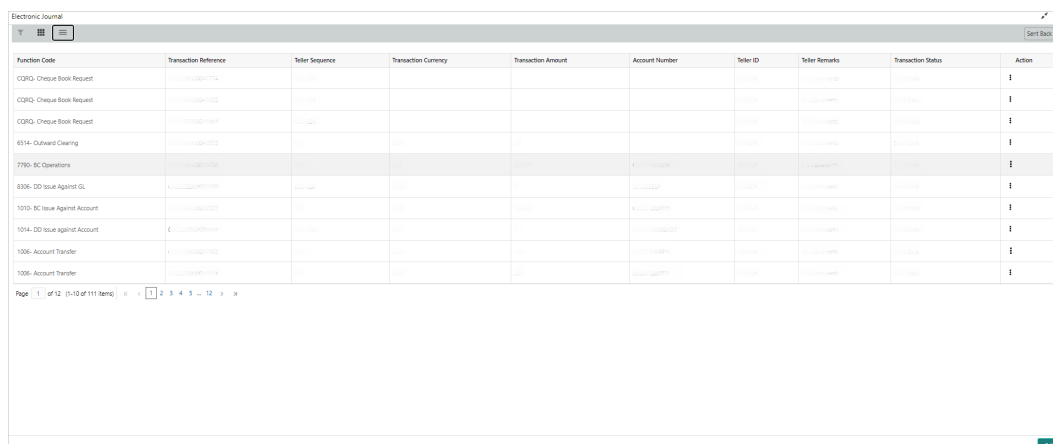


- Click  icon to view the transaction details. The following details are displayed based on the transaction status in the filters:
  - Teller Sequence
  - Transaction Reference
  - Transaction Status
  - Time Resubmitted
  - Time Stamp/Approval Time Stamp
  - Supervisor ID
  - Supervisor Remarks
  - Override Info 

Click **Override Info** icon to view the details for approval flow request.
- Click  icon to submit the transaction.
- Click  icon to discard the transaction.


- Click  icon to view advice.
- Click  icon to reverse the transaction.

**Figure 15-3 Electronic Journal (Grid View)**

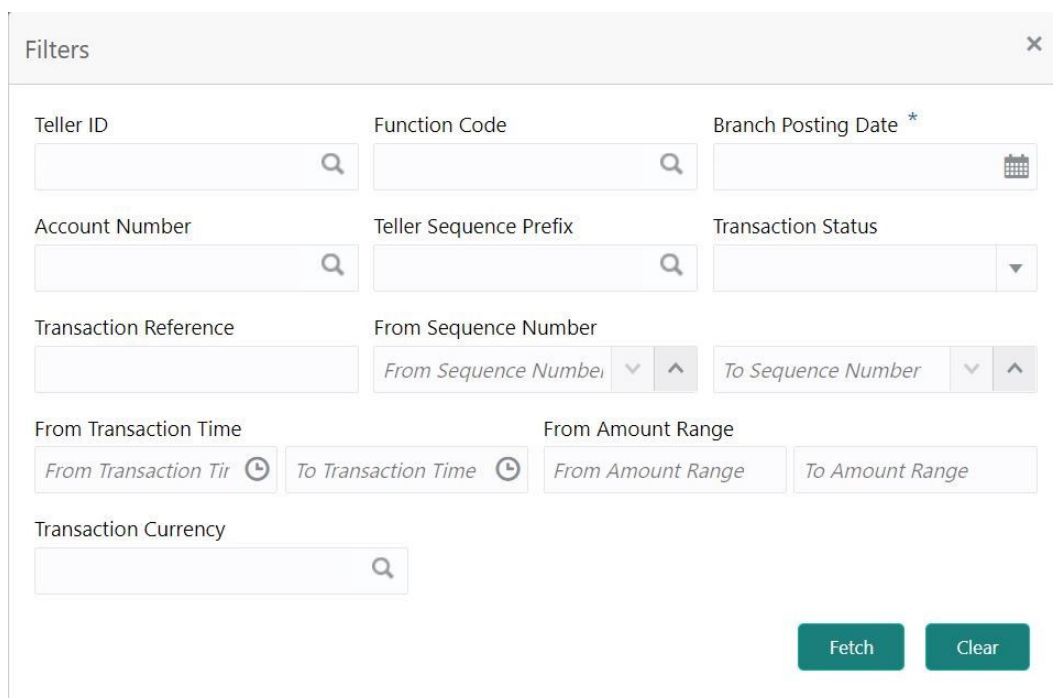


Function Code	Transaction Reference	Teller Sequence	Transaction Currency	Transaction Amount	Account Number	Teller ID	Teller Remarks	Transaction Status	Action
CGRQ- Cheque Book Request	11/11/2017 174	111111							!
CGRQ- Cheque Book Request	11/11/2017 175	111111							!
CGRQ- Cheque Book Request	11/11/2017 188	111111							!
6514- Outward Clearing	11/11/2017 173	111111							!
7790- BC Operations	11/11/2017 175	111111			1111111111	111111	1111111111		!
8306- DO Issue Against GL	11/11/2017 173	111111			1111111111	111111	1111111111		!
1010- BC Issue Against Account	11/11/2017 173	111111			1111111111	111111	1111111111		!
1014- DO Issue Against Account	11/11/2017 173	111111			1111111111	111111	1111111111		!
1006- Account Transfer	11/11/2017 173	111111			1111111111	111111	1111111111		!
1006- Account Transfer	11/11/2017 173	111111			1111111111	111111	1111111111		!

Page 1 of 12 (1-10 of 111 items) | 1 2 3 4 5 ... 12 > x

2. Click the  icon to filter the results on the tile/grid view based on the search criteria. The **Filters** pop-up screen is displayed.

**Figure 15-4 Filters (Electronic Journal)**



**Filters** ✕

Teller ID <input type="text"/>	Function Code <input type="text"/>	Branch Posting Date * <input type="text"/>
Account Number <input type="text"/>	Teller Sequence Prefix <input type="text"/>	Transaction Status <input type="text"/>
Transaction Reference <input type="text"/>	From Sequence Number <input type="text"/>	To Sequence Number <input type="text"/>
From Transaction Time <input type="text"/>	From Amount Range <input type="text"/>	To Amount Range <input type="text"/>
Transaction Currency <input type="text"/>		

3. On the **Filters** pop-up screen, specify the details fetch the records. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 15-5 Filters - Field Description**






Field	Description
<b>Teller ID</b>	Specify the Teller ID.   <b>Note:</b> You can also click the search icon and 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> You can also click the search icon and select the Teller ID from the list of values.
<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>Account Number</b>	Specify the account number.   <b>Note:</b> You can also click the search icon and select the Teller ID from the list of maintained account numbers.
<b>Teller Sequence Prefix</b>	Click the search icon and select from the list of values.
<b>Transaction Status</b>	Select the transaction status from the drop-down values.   <b>Note:</b> By default, <b>All</b> status is selected.



Table 15-5 (Cont.) Filters - Field Description

Field	Description
<b>Transaction Reference</b>	Specify the transaction reference number.
<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 Currency</b>	Click the search icon and select the transaction currency from the list of values.

## 15.3 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.

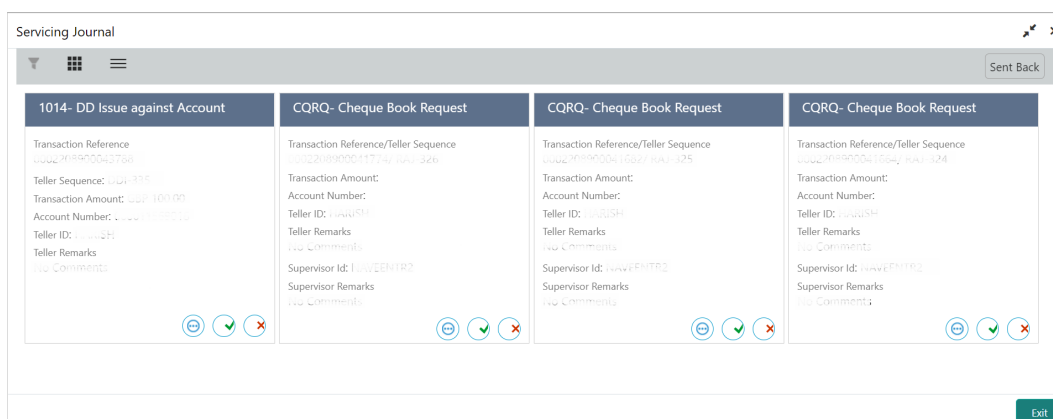
For information on the common operations and icons on this screen, refer to [About Electronic and Servicing Journals](#).

To view the status of the non-cash transactions:


1. On the Homepage, from **Teller** mega menu, under **Journal Log**, click **Servicing Journal** or specify **Servicing Journal** in the search icon bar and select the screen.

The **Servicing Journal** screen is displayed.

Figure 15-5 Servicing Journal (Tile View)



You can perform any of the following actions in this screen:



- Click  icon to view the transaction information. This screen provides the details of the transactions handed off to the external system.





The **Transaction Info** pop-up screen is displayed.

**Figure 15-6 Transaction Info**

Service Provider	External Reference Number	Transaction Status	Message
...	...	...	...
...	...	...	...

Page 1 of 1 (1-2 of 2 items)


- Click  icon to view the transaction details. The following details are displayed based on the transaction status in the filters:
  - Teller Sequence
  - Transaction Reference
  - Transaction Status
  - Time Resubmitted
  - Time Stamp/Approval Time Stamp
  - Supervisor ID
  - Supervisor Remarks
  - Override Info 

Click **Override Info** icon to view the details for approval flow request.
- Click  icon to submit the transaction.
- Click  icon to discard the transaction.
- Click  icon to view advice.
- Click  icon to reverse the transaction.

**Figure 15-7 Servicing Journal (Grid View)**

Function Code	Transaction Reference	Teller Sequence	Transaction Currency	Transaction Amount	Account Number	Teller ID	Teller Remarks	Transaction Status	Action
COR2- Cheque Book Request	...	...	...	...	...	...	...	...	...
COR2- Cheque Book Request	...	...	...	...	...	...	...	...	...
COR2- Cheque Book Request	...	...	...	...	...	...	...	...	...
6514- Outward Clearing	...	...	...	...	...	...	...	...	...
7790- BC Operations	...	...	...	...	...	...	...	...	...
8306- DD Issue Against GL	...	...	...	...	...	...	...	...	...
1010- BC Issue Against Account	...	...	...	...	...	...	...	...	...
1014- DD Issue against Account	...	...	...	...	...	...	...	...	...
1006- Account Transfer	...	...	...	...	...	...	...	...	...
1006- Account Transfer	...	...	...	...	...	...	...	...	...

Page 1 of 12 (1-10 of 111 items)

2. Click the  icon to filter the results on the tile/grid view based on the search criteria.

The **Filters** pop-up screen is displayed.

**Figure 15-8 Filters (Servicing Journal)**

3. On the **Filters** pop-up screen, specify the details fetch the records. For more information on fields, refer to the field description table.





**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 15-6 Filters - Field Description**

Field	Description
<b>Teller ID</b>	Specify the Teller ID.  <b>Note:</b> You can also click the search icon and select the Teller ID from the list of values.

Table 15-6 (Cont.) Filters - Field Description

Field	Description
<b>Function Code</b>	Specify the function code for which the inquiry is to be made.   <b>Note:</b> You can also click the search icon and select the Teller ID from the list of values.
<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>Account Number</b>	Specify the account number.   <b>Note:</b> You can also click the search icon and select the Teller ID from the list of maintained account numbers.
<b>Teller Sequence Prefix</b>	Click the search icon and select from the list of values.
<b>Transaction Status</b>	Select the transaction status from the drop-down values.   <b>Note:</b> By default, <b>All</b> status is selected.
<b>Transaction Reference</b>	Specify the transaction reference number.
<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 Currency</b>	Click the search icon and select the transaction currency from the list of values.

## 15.4 Reassign Transactions

Tellers and Supervisors can use the **Reassign Transactions** screen to re-assign the transactions that are pending approval to the other Supervisor or to unlock a locked transaction.

To reassign the Supervisor ID:

1. On the Homepage, from **Teller** mega menu, under **Journal Log**, click **Reassign Transactions** or specify **Reassign Transactions** in the search icon bar and select the screen.

The **Reassign Transactions** screen is displayed.

**Figure 15-9 Reassign Transactions**

The screenshot shows the 'Reassign Transactions' interface. It features a grid of search filters:
 

- Branch Posting Date** (marked with an asterisk, mandatory): Includes a calendar icon and a search icon.
- Account Number** (marked with an asterisk, mandatory): Includes a search icon.
- To Sequence Number**: Includes a search icon.
- From Amount Range**: Includes a search icon.
- Teller ID** (marked with an asterisk, mandatory): Includes a search icon.
- Teller Sequence Prefix** (marked with an asterisk, mandatory): Includes a search icon.
- From Transaction Time** (marked with an asterisk, mandatory): Includes a search icon and a refresh icon.
- To Amount Range**: Includes a search icon.
- Function Code** (marked with an asterisk, mandatory): Includes a search icon.
- From Sequence Number**: Includes a search icon.
- To Transaction Time** (marked with an asterisk, mandatory): Includes a search icon and a refresh icon.
- Journal Log Type**: Includes a dropdown menu with 'Logarithmic Interval' selected.

 At the bottom right, there are 'Fetch' and 'Clear' buttons. An 'Exit' button is located at the bottom right corner of the screen.

2. On the **Reassign Transactions** screen, specify the details fetch the records. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 15-7 Reassign Transactions - Field Description**

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.

**Table 15-7 (Cont.) Reassign Transactions - Field Description**

Field	Description
<b>Function Code</b>	Specify the function code for which the inquiry is to be made.   <b>Note:</b> You can also click the search icon and select from the list of the maintained function codes.
<b>Account Number</b>	Specify the account number.   <b>Note:</b> The LOV fetches a list of the maintained account numbers.
<b>Teller Sequence Prefix</b>	Select from the list of values.
<b>From Sequence Number</b>	Specify the start number of the sequence range.
<b>To Sequence Number</b>	Specify the end number of the sequence range.
<b>From Transaction Time</b>	Specify the transaction start time.
<b>To Transaction Time</b>	Specify the transaction end time.
<b>From Amount Range</b>	Specify the “from” amount of the amount range.
<b>To Amount Range</b>	Specify the “to” amount of the amount range.
<b>Journal Log Type</b>	Select the type from the drop-down values ( <b>Electronic Journal</b> or <b>Servicing Journal</b> ).

- After you specify the necessary fields, you can perform one of the following actions:

**Table 15-8 Basic Actions**

Action	Description
<b>Fetch</b>	Click <b>Fetch</b> to get the list of transactions based on the query criteria specified. When you click <b>Fetch</b> , the following details are displayed for each transaction: <ul style="list-style-type: none"> <li>Function Code and Screen Name</li> <li>Transaction Reference Number</li> <li>Teller Sequence Number</li> <li>Transaction Amount</li> <li>Account Number</li> <li>Teller ID</li> <li>Supervisor ID</li> <li>Teller Remarks</li> <li>Supervisor Remarks</li> </ul>
<b>Clear</b>	Click <b>Clear</b> to clear the transaction list.



The transactions fetched based on the search criteria are displayed in Tile View. In the Tile View, you can click the necessary icons to perform the operations.

**Figure 15-10 List of Transactions**



In the transaction record, you can perform one of the following operations:

**Table 15-9 Actions for Transaction Record**

Action	Description
	Click on this icon to unlock the transaction.
	Click on this icon to reassign the Supervisor ID for the transaction.

# 16

## Prediction

The screen under the **Prediction** menu is used to predict the number of service counters.

This topic contains the following subtopics:

- [Teller Service Counters Prediction](#)  
The **Teller Service Counters Prediction** screen is used to predict the number of Teller service counters required for the specified days.

### 16.1 Teller Service Counters Prediction

The **Teller Service Counters Prediction** screen is used to predict the number of Teller service counters required for the specified days.

To predict the number of Teller service counters:

1. On the Homepage, from **Teller** mega menu, under **Prediction**, click **Teller Service Counters Prediction** or specify **Teller Service Counters Prediction** in the search icon bar and select the screen.

The **Teller Service Counters Prediction** screen is displayed.

**Figure 16-1 Teller Service Counters Prediction**

Teller Service Counters Prediction

Current Service Time (Minutes) \*    Branch Customer Lounge Capacity (Persons) \*    Physical Teller Counters (Number) \*    Planned Queue Waiting Time(Minutes) \*

Prediction Days \*

Go

2. On the **Teller Service Counters Prediction** screen, specify the details fetch the records. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 16-1 Teller Service Counters Prediction - Field Description**

Field	Description
<b>Current Service Time (Minutes)</b>	Specify the time to service business transactions at the Teller counter.
<b>Branch Customer Lounge Capacity (Persons)</b>	Specify the number of persons that can be accommodated at one time in the physical service area of the Branch.



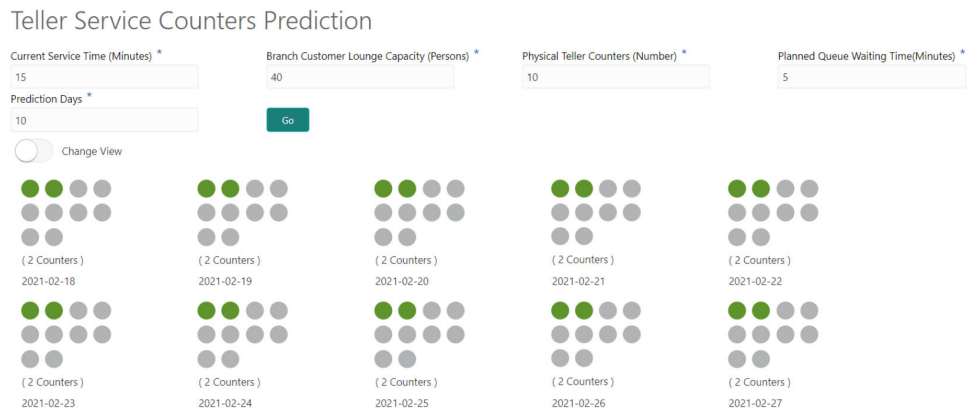
**Table 16-1 (Cont.) Teller Service Counters Prediction - Field Description**

Field	Description
<b>Physical Teller Counters (Number)</b>	Specify the physical teller counters available at the branch.
<b>Planned Queue Waiting Time (Minutes)</b>	Specify the waiting time to be achieved at the queue.
<b>Prediction Days</b>	Specify the number of days in the future where the Teller counters are required to be predicted.

3. Click **Go**.

The predicted value of Teller service counters is displayed. A sample prediction of Teller service counters based on certain values is shown below.

**Figure 16-2 Teller Service Counters Prediction - Sample**



# 17

## Cache

The screen under the **Cache** menu is used to get the maintenance reflected while performing the transactions.

This topic contains the following subtopics:

- [Clear Cache](#)  
The **Clear Cache** screen is used to clear the cache to get the maintenance reflected while performing the transactions.

### 17.1 Clear Cache

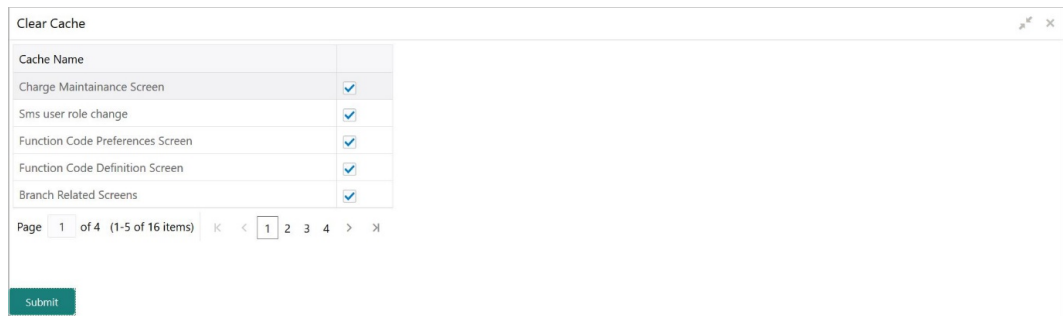
The **Clear Cache** screen is used to clear the cache to get the maintenance reflected while performing the transactions.

To clear the cache:

1. On the Homepage, from **Teller** mega menu, under **Cache**, click **Clear Cache** or specify **Clear Cache** in the search icon bar and select the screen.

The **Clear Cache** screen is displayed.

**Figure 17-1 Clear Cache**



The screenshot shows a web application window titled "Clear Cache". It contains a table with the following data:

Cache Name	
Charge Maintainance Screen	<input checked="" type="checkbox"/>
Sms user role change	<input checked="" type="checkbox"/>
Function Code Preferences Screen	<input checked="" type="checkbox"/>
Function Code Definition Screen	<input checked="" type="checkbox"/>
Branch Related Screens	<input checked="" type="checkbox"/>

Below the table is a pagination control: "Page 1 of 4 (1-5 of 16 items)" with navigation arrows and page numbers 1, 2, 3, 4. At the bottom left is a green "Submit" button.

2. Click the checkboxes to select the desired **Cache Name**.
3. Click **Submit** to clear the selected cache.
4. Click **OK** to close the screen.

# 18

## Customer Service

The screens under the **Customer Service** menu are used for customer services and inquiries.

This topic contains the following subtopics:

- [Cheque Status Inquiry](#)  
The Teller can use the **Cheque Status Inquiry** screen to query the details of a cheque by specifying the account number and cheque number of the customer.
- [Stop Cheque Request](#)  
The Teller can use the **Stop Cheque Request** screen to initiate stop payment of cheque as requested by the customer.
- [Cheque Book Request](#)  
The **Cheque Book Request** screen is used to initiate the cheque book request for a customer account.
- [Passbook Issue](#)  
The Teller can use the **Passbook Issue** screen to issue a new passbook for a customer account.
- [Passbook Update](#)  
The Teller can use the **Passbook Update** screen to update the passbook of a customer account.
- [Passbook Status Change](#)  
The Teller can use the **Passbook Status Change** screen to initiate the status change for a passbook of a customer account.
- [Passbook Reprint](#)  
The Teller can use the **Passbook Reprint** screen to reprint the passbook of a customer account.
- [Account Balance Inquiry](#)  
The Teller can use the **Account Balance Inquiry** screen to inquire about the account balance details of a customer account.
- [Account Statement Request](#)  
The Teller can use the **Account Statement Request** screen to initiate an account statement request for a customer account.
- [Customer Address Update](#)  
The Teller can use the **Customer Address Update** screen to initiate a service request to update the customer address details.
- [Account Address Update](#)  
The Teller can use the **Account Address Update** screen to initiate a service request to update the address details of the customer account.
- [Customer Contact Update](#)  
The **Customer Contact Update** screen is used to initiate a service request to update the customer contact details.

- [Cheque Book Status Change](#)  
The **Cheque Book Status Change** screen is used to change the status of a cheque book.

## 18.1 Cheque Status Inquiry

The Teller can use the **Cheque Status Inquiry** screen to query the details of a cheque by specifying the account number and cheque number of the customer.

To query the details of a cheque:

1. On the Homepage, from **Teller** mega menu, under **Customer Service**, click **Cheque Status Inquiry** or specify **Cheque Status Inquiry** in the search icon bar and select the screen.

The **Cheque Status Inquiry** screen is displayed.

**Figure 18-1 Cheque Status Inquiry**

2. On the **Cheque Status Inquiry** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 18-1 Cheque Status Inquiry - Field Description**

Field	Description
<b>Account Number</b>	Specify the account number for which the cheque status needs to be enquired.
<b>Cheque Number</b>	Specify the cheque number.

**Table 18-1 (Cont.) Cheque Status Inquiry - Field Description**

Field	Description
<b>Query</b>	Click <b>Query</b> to fetch the details of the cheque.
<b>Clear</b>	Click <b>Clear</b> 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.

## 18.2 Stop Cheque Request

The Teller can use the **Stop Cheque Request** 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 a single cheque or a range of cheque numbers.

To initiate stop payment of cheque:

1. On the Homepage, from **Teller** mega menu, under **Customer Service**, click **Stop Cheque Request** or specify **Stop Cheque Request** in the search icon bar and select the screen.

The **Stop Cheque Request** screen is displayed.

**Figure 18-2 Stop Cheque Request**

The screenshot shows the 'Stop Cheque Request' form with the following fields and controls:


- Account Number \***: Text input field.
- Cheque Number \***: Text input field.
- Select Multiple Cheques**: Toggle switch (currently off).
- Cheque Amount**: Text input field with a dropdown arrow.
- Effective Date \***: Date picker showing 'Mar 27, 2021'.
- Expiry Date**: Date picker.
- Reason Type**: Dropdown menu with 'STOP' selected.
- Total Charge Amount**: Text input field with a value of '0.00'.
- Narrative \***: Text input field containing 'Stop Cheque Request'.
- Charge Details**: Expandable section at the bottom.
- Buttons**: 'Submit', 'Clear', and 'Cancel' buttons at the bottom right.

- On the **Stop Cheque Request** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 18-2 Stop Cheque Request - Field Description**

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 is to be enforced.
<b>Select Multiple Cheques</b>	Select this option to enforce stop payment on multiple cheques of the customer account.
<b>Cheque Amount</b>	Specify the 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 the local currency of the branch.   <b>Note:</b>  This field is displayed only if <b>Multi-Currency Configuration</b> at the <b>Function Code Indicator</b> level is set as <b>Y</b> .
<b>Narrative</b>	The system displays the default narrative as <b>Stop Cheque Request</b> , and it can be modified. You can specify the reason/purpose for which the stop payment is issued.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
- Click **Submit**.

The request is handed off to the core FLEXCUBE Universal Banking system to update the stop payment status in Customer Accounts Maintenance to indicate the presence of a stop payment instruction for the customer account.

## 18.3 Cheque Book Request

The **Cheque Book Request** screen is used to initiate the cheque book request for a customer account.

To initiate the cheque book request:

1. On the Homepage, from **Teller** mega menu, under **Customer Service**, click **Cheque Book Request** or specify **Cheque Book Request** in the search icon bar and select the screen.

The **Cheque Book Request** screen is displayed.

**Figure 18-3 Cheque Book Request**

2. On the **Cheque Book Request** screen, specify the fields. For more information on fields, refer to the field description table.


 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 18-3 Cheque Book Request - Field Description**

Field	Description
<b>Account Number</b>	Specify the account number for which the cheque book request is to be initiated.
<b>Cheque Book Type</b>	Click the search icon, and select the checkbook type from the list of values.
<b>Number of Leaves</b>	Select the number of leaves from the following drop-down values: <ul style="list-style-type: none"> <li>• 10</li> <li>• 25</li> <li>• 50</li> <li>• 100</li> </ul>
<b>First Cheque Number</b>	Specify the number of the first cheque.
<b>Request Date</b>	By default, the current posting date is displayed as the request date.

**Table 18-3 (Cont.) Cheque Book Request - Field Description**

Field	Description
<b>Request Status</b>	Select the request status from the drop-down values ( <b>Requested</b> or <b>Delivered</b> ).
<b>Deliver To</b>	Specify the mode of delivery ( <b>Branch</b> or <b>Post</b> ).
<b>Address Line 1 to Address Line 4</b>	Specify the address of the Customer if the delivery mode is selected as <b>Post</b> .  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>By default, the address of the customer account is displayed, and it can be modified.</p> </div>
<b>Narrative</b>	Displays the default narrative as <b>Cheque Book Request</b> , and it can be modified.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

The request is handed off to the core FLEXCUBE Universal Banking system for the cheque book issuance of the customer account.

## 18.4 Passbook Issue

The Teller can use the **Passbook Issue** screen to issue a new passbook for a customer account.

To issue a new passbook:


1. On the Homepage, from **Teller** mega menu, under **Customer Service**, click **Passbook Issue** or specify **Passbook Issue** in the search icon bar and select the screen.

The **Passbook Issue** screen is displayed.



**Figure 18-4 Passbook Issue**



2. On the **Passbook Issue** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 18-4 Passbook Issue - Field Description**

Field	Description
<b>Account Number</b>	Specify the account number for which the passbook needs to be issued.
<b>Account Currency</b>	Displays the currency of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Open Date</b>	Displays the account opening date.
<b>Customer ID</b>	Displays the customer ID.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the customer.

Table 18-4 (Cont.) Passbook Issue - Field Description

Field	Description
<b>Passbook Number</b>	Displays the passbook number that needs to be issued.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b> The passbook number is generated based on the instrument number maintenance. </div>
<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 the local currency of the branch.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b> This field is displayed only if Multi-Currency Configuration at Function Code Indicator level is set as Y. </div>
<b>Passbook Category</b>	Click the search icon, and select the passbook category from the list of values.
<b>Narrative</b>	Displays the default narrative as <b>Passbook Issue</b> , and it can be modified.
<b>Old Passbook Details</b>	Specify the fields.
<b>Passbook Number</b>	Displays the old passbook number that is issued to the customer account.
<b>Issue Date</b>	Displays the issue date of the old passbook.
<b>Status Movement</b>	Displays the current status of the passbook.
<b>Status Change Date</b>	Displays the date on which the current status got modified.

- Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).

- Click **Submit**.

The passbook issue request is handed off to the FLEXCUBE Universal Banking system to update the passbook issue request for the customer account.

## 18.5 Passbook Update

The Teller can use the **Passbook Update** screen to update the passbook of a customer account.

To update the passbook:

- On the Homepage, from **Teller** mega menu, under **Customer Service**, click **Passbook Update** or specify **Passbook Update** in the search icon bar and select the screen.

The **Passbook Update** screen is displayed.

**Figure 18-5 Passbook Update**

- On the **Passbook Update** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 18-5 Passbook Update - Field Description**

Field	Description
<b>Account Number</b>	Specify the account number for which the passbook needs to be updated.
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.
<b>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.

- Click **Submit**.

The request is handed off to the core FLEXCUBE Universal Banking system to fetch and update the passbook statement of the customer account.

## 18.6 Passbook Status Change

The Teller can use the **Passbook Status Change** screen to initiate the status change for a passbook of a customer account.

To initiate the status change of a passbook:

1. On the Homepage, from **Teller** mega menu, under **Customer Service**, click **Passbook Status Change** or specify **Passbook Status Change** in the search icon bar and select the screen.

The **Passbook Status Change** screen is displayed.

**Figure 18-6 Passbook Status Change**

2. On the **Passbook Status Change** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 18-6 Passbook Status Change - Field Description**

Field	Description
<b>Account Number</b>	Specify the account number for which the passbook status change is required.
<b>Account Branch</b>	Displays the branch code of the specified account number.

Table 18-6 (Cont.) Passbook Status Change - Field Description

Field	Description
<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 following drop-down values: <ul style="list-style-type: none"> <li>• <b>Active</b></li> <li>• <b>Close</b></li> <li>• <b>Reissue</b></li> </ul>
<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.
<b>Status Description</b>	Displays the description of the status of the old passbook number.
<b>Status Change Date</b>	Displays the date on which the old passbook is modified.

3. Click **Submit**.

The request is handed off to the FLEXCUBE Universal Banking system for updating the status change of the old passbook number.

## 18.7 Passbook Reprint

The Teller can use the **Passbook Reprint** screen to reprint the passbook of a customer account.

To reprint the passbook:

1. On the Homepage, from **Teller** mega menu, under **Customer Service**, click **Passbook Reprint** or specify **Passbook Reprint** in the search icon bar and select the screen.

The **Passbook Reprint** screen is displayed.

**Figure 18-7 Passbook Reprint**

Passbook Reprint

Account Number \*

Account Name \*

Account Branch

Account Currency

Reprint Basis  
 Reprinting Based On Transactions  
 Reprinting Based On Date

Last Number Of Transactions

From Date

To Date

Narrative \*

Submit Clear Cancel

2. On the **Passbook Reprint** screen, specify the fields. For more information on fields, refer to the field description table.




 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 18-7 Passbook Reprint - Field Description**

Field	Description
<b>Account Number</b>	Specify the account number for which the passbook needs to be updated.
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Account Currency</b>	Displays the account currency.
<b>Reprint Basis</b>	Select the reprint basis from the following options: <ul style="list-style-type: none"> <li>• <b>Reporting Based on Transaction</b></li> <li>• <b>Reporting Based on Date</b></li> </ul>

Table 18-7 (Cont.) Passbook Reprint - Field Description

Field	Description
<b>Last Number of Transactions</b>	Specify the last number of transactions.   <b>Note:</b> This field is enabled only if <b>Reprint Basis</b> is selected as <b>Transaction</b> .
<b>From Date</b>	Specify the date from which the transactions need to be printed.   <b>Note:</b> This field is enabled only if <b>Reprint Basis</b> is selected as <b>Date</b> .
<b>To Date</b>	Displays the current date.   <b>Note:</b> This field is enabled only if <b>Reprint Basis</b> is selected as <b>Date</b> .
<b>Narrative</b>	Displays the narrative as <b>Passbook Reprint</b> , and it can be modified.

3. Click **Submit**.

The request is handed off to the core FLEXCUBE Universal Banking system to fetch the details and reprint the passbook of the customer account.

## 18.8 Account Balance Inquiry

The Teller can use the **Account Balance Inquiry** screen to inquire about the account balance details of a customer account.

To inquire about the account balance details:

1. On the Homepage, from **Teller** mega menu, under **Customer Service**, click **Account Balance Inquiry** or specify **Account Balance Inquiry** in the search icon bar and select the screen.

The **Account Balance Inquiry** screen is displayed.

**Figure 18-8 Account Balance Inquiry**

The screenshot shows the 'Account Balance Enquiry' interface. At the top, there is a 'Customer Account' field with an asterisk, indicating it is mandatory. Below it are 'Query' and 'Clear' buttons. The form is divided into several sections: 'Account Currency', 'Account Class', 'Account Open Date', and 'Mode of Operation' on the left; 'Account Name', 'Account Class Description', and 'Account Type' on the right. A 'Balance Details' section follows, containing 'Current Balance', 'Blocked', 'Total Available', 'Sweep Enabled' (checkbox), 'ILM Sweep Eligible Balance', and 'Net Balance'. Below this are 'Account Status' options like 'Posting Allowed', 'Stop Payment', 'No Credit', 'Debit Override', 'Overdraft', 'Dormant', 'Frozen', 'No Debit', 'Credit Override', and 'Status Change Automatic'. At the bottom, there are expandable sections for 'Interest And Charges Details' and 'Turnover Details', and an 'Exit' button in the bottom right corner.

2. On the **Account Balance Inquiry** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 18-8 Account Balance Inquiry - Field Description**

Field	Description
<b>Customer Account</b>	Specify the account number for which the account balance needs to be enquired.
<b>Query</b>	Click <b>Query</b> to fetch and display the details.
<b>Clear</b>	Click <b>Clear</b> 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.



**Table 18-8 (Cont.) Account Balance Inquiry - Field Description**

Field	Description
<b>Uncollected</b>	Displays the uncollected balance.
<b>Blocked</b>	Displays the blocked balance.
<b>Available</b>	Displays the balance available in the specified account.
<b>Total Available</b>	Displays the total available balance.
<b>Book Balance</b>	Displays the book balance.
<b>Sweep Enabled</b>	Check this box if sweep needs to be enabled.
<b>Sweep Eligible Balance</b>	Displays the sweep eligible balance.
<b>ILM Sweep Eligible Balance</b>	Displays the ILM sweep eligible balance.
<b>Temporary Overdraft Limit</b>	Displays the temporary overdraft limit.
<b>Net Balance</b>	Displays the net balance.
<b>Passbook Balance</b>	Displays the passbook balance.
<b>Account Status</b>	Specify the fields.
<b>Posting Allowed</b>	Select this checkbox if posting is allowed for the account.
<b>Stop Payment</b>	Select this checkbox if stop payment is allowed for the account.
<b>No Credit</b>	Select this checkbox if credit is not allowed for the account.
<b>Debit Override</b>	Select this checkbox if debit override is allowed for the account.
<b>Overdraft</b>	Select this checkbox if the 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 the 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 the automatic status change is allowed.

- Click on the **Interest and Charges Details** data segment.  
The **Interest and Charges Details** data segment is displayed.

**Figure 18-9 Interest and Charges Details**

The screenshot displays the 'Interest And Charges Details' data segment. It is organized into two columns of input fields. The left column contains: 'Accrued Interest (Dr)', 'Interest Due', 'Last Interest Debit', and 'Last DR Activity'. The right column contains: 'Accrued Interest (Cr)', 'Charges Due', and 'Last Interest Credit'. Each field is represented by a light gray rectangular box.

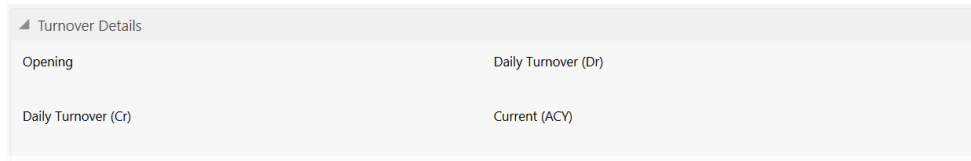
- On the **Interest and Charges Details** segment, view the details. For more information on fields, refer to the field description table.

**Table 18-9 Interest And Charge Details - Field Description**

Field	Description
<b>Accrued Interest (Dr)</b>	Displays the debit accrued interest.
<b>Accrued Interest (Cr)</b>	Displays the credit accrued interest.
<b>Interest Due</b>	Displays the interest due.
<b>Charges Due</b>	Displays the charges due.
<b>Last Interest Debit</b>	Displays the last interest debit.
<b>Last Interest Credit</b>	Displays the last interest credit.
<b>Last DR Activity</b>	Displays the last DR activity.

- Click on the **Turnover Details** data segment.  
The **Turnover Details** data segment is displayed.

**Figure 18-10 Turnover Details**



Turnover Details	
Opening	Daily Turnover (Dr)
Daily Turnover (Cr)	Current (ACY)

- On the **Turnover Details** segment, view the details. For more information on fields, refer to the field description table.

**Table 18-10 Turnover Details - Field Description**

Field	Description
<b>Opening</b>	Displays the opening turnover details.
<b>Daily Turnover (Dr)</b>	Displays the debit daily turnover.
<b>Daily Turnover (Cr)</b>	Displays the credit daily turnover.
<b>Current (ACY)</b>	Displays the current (ACY).

## 18.9 Account Statement Request

The Teller can use the **Account Statement Request** screen to initiate an account statement request for a customer account.

To initiate account statement request:

- On the Homepage, from **Teller** mega menu, under **Customer Service**, click **Account Statement Req** or specify **Account Statement Req** in the search icon bar and select the screen.

The **Account Statement Request** screen is displayed.

**Figure 18-11 Account Statement Request**

2. On the **Account Statement Request** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 18-11 Account Statement Request - Field Description**

Field	Description
<b>Customer Account</b>	Specify the account number for which the account statement needs to be requested.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Request Date</b>	Displays the current posting date as the request date.
<b>Statement Type</b>	Specify the type of 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.

3. Specify the charge details. For information on the fields in the **Charge Details** segment, refer to [Add Charge Details](#).
4. Click **Submit**.

The request is handed off to the FLEXCUBE Universal Banking system to initiate an account statement request.

## 18.10 Customer Address Update

The Teller can use the **Customer Address Update** screen to initiate a service request to update the customer address details.

To update the customer address:

1. On the Homepage, from **Teller** mega menu, under **Customer Service**, click **Cust Address Update** or specify **Cust Address Update** in the search icon bar and select the screen.

The **Customer Address Update** screen is displayed.

**Figure 18-12 Customer Address Update**

2. On the **Customer Address Update** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 18-12 Customer Address Update - Field Description**

Field	Description
<b>Customer Number</b>	Specify the customer number for which the address details need to be updated.
<b>Customer Name</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.

Table 18-12 (Cont.) Customer Address Update - Field Description

Field	Description
<b>Permanent Address</b>	Specify the fields.
<b>Same as Correspondence Address</b>	Select this checkbox to populate the <b>Correspondence Address to 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 <b>Permanent Address</b> 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 as <b>Customer Address Update</b> , and it can be modified.
<b>Review and Submit</b>	Click <b>Review and Submit</b> to review the request details and submit.

3. Click **Submit**.

The request details are handed off to the FLEXCUBE Universal Banking system for the customer address update.

## 18.11 Account Address Update

The Teller can use the **Account Address Update** screen to initiate a service request to update the address details of the customer account.

To update the account address:

1. On the Homepage, from **Teller** mega menu, under **Customer Service**, click **Account Address Update** or specify **Account Address Update** in the search icon bar and select the screen.

The **Account Address Update** screen is displayed.

**Figure 18-13 Account Address Update**

2. On the **Account Address Update** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 18-13 Account Address Update - Field Description**

Field	Description
<b>Account Number</b>	Specify the customer account number for which the address details need 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 as <b>Account Address Update</b> , and it can be modified.
<b>Review and Submit</b>	Click <b>Review and Submit</b> to review the request details and submit.

3. Click **Submit**.

The request details are handed off to the FLEXCUBE Universal Banking system for the account address update.

## 18.12 Customer Contact Update

The **Customer Contact Update** screen is used to initiate a service request to update the customer contact details.

To update the customer contact details:

1. On the Homepage, from **Teller** mega menu, under **Customer Service**, click **Cust Contact No Update** or specify **Cust Contact No Update** in the search icon bar and select the screen.

The **Customer Contact Update** screen is displayed.

**Figure 18-14 Customer Contact Update**

2. On the **Customer Contact Update** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 18-14 Customer Contact Update - Field Description**

Field	Description
<b>Customer Number</b>	Specify the customer number for which the contact details need to be updated.
<b>Customer Name</b>	Displays the customer name for the customer number specified.
<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.

**Table 18-14 (Cont.) Customer Contact Update - Field Description**

Field	Description
<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 as <b>Contact Details Update</b> , and it can be modified.
<b>Review and Submit</b>	Click <b>Review and Submit</b> to review the request details and submit.

3. Click **Submit**.

The request details are handed off to the FLEXCUBE Universal Banking system for updating customer contact details.

## 18.13 Cheque Book Status Change

The **Cheque Book Status Change** screen is used to change the status of a cheque book.

To change the cheque book status:

1. On the Homepage, from **Teller** mega menu, under **Customer Service**, click **Cheque Book Status Change** or specify **Cheque Book Status Change** in the search icon bar and select the screen.

The **Cheque Book Status Change** screen is displayed.

**Figure 18-15 Cheque Book Status Change**

2. On the **Cheque Book Status Change** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.



**Table 18-15 Cheque Book Status Change - Field Description**

Field	Description
<b>Account Number</b>	Specify the account number for which the cheque book status needs to be changed.
<b>First Cheque Number</b>	Specify the number of the first cheque.
<b>Request Status</b>	Select the status that needs to be updated for the cheque book. The drop-down values are as follows: <ul style="list-style-type: none"><li>• <b>Delivered</b></li><li>• <b>Requested</b></li><li>• <b>Destroyed</b></li></ul>
<b>Narrative</b>	Displays the default narrative as <b>Cheque Book Status Change</b> , and it can be modified.

3. Click **Submit**.

The request is handed off to the core FLEXCUBE Universal Banking system to change the status of the cheque book.

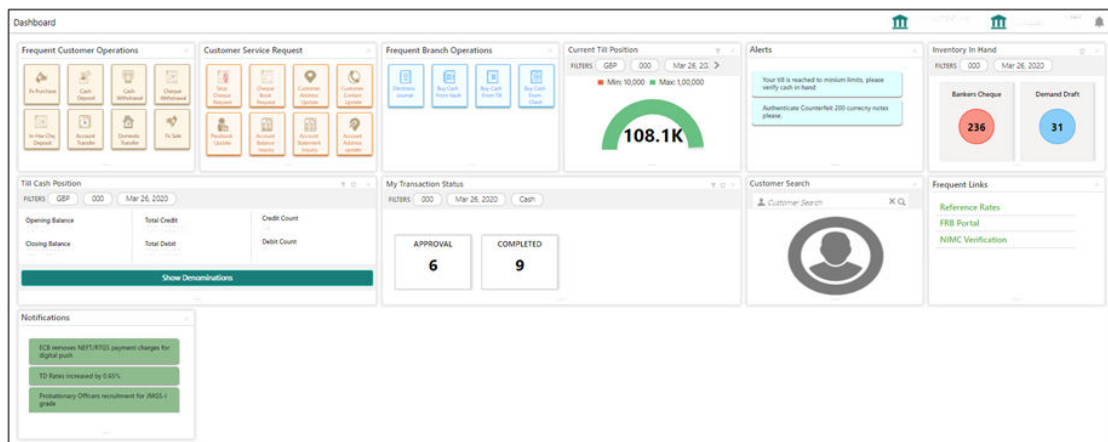
# 19

## Branch Dashboard

The Branch Dashboard facilitates the integration of data from multiple screens and displays it as a dashboard on the application landing page.

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 access the Branch Dashboard, select **Dashboard** from the main menu.

**Figure 19-1 Dashboard**



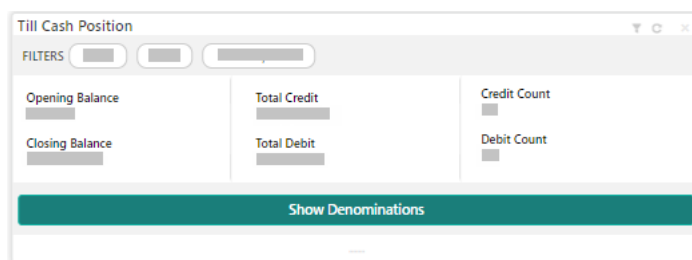
The Branch Dashboard is designed to display the widgets distributed in rows without the vertical scroll bar. The widgets are as follows:

- [Till Cash Position](#)
- [Inventory in Hand](#)
- [My Transaction Status](#)
- [Customer Search](#)
- [Current Till Position](#)
- [Frequent Customer Operations](#)
- [Frequent Branch Operations](#)
- [Customer Service Request](#)
- [Notifications](#)
- [Alerts](#)
- [Frequent Links](#)

### Till Cash Position

This widget displays the currency-wise cash position of the Teller Id, which includes **Opening Balance**, **Total Debit**, and **Total Credit**, which happened for the day, and the Closing Balance. In addition, the system displays the denomination-wise count for the closing balance amount. The **FILTERS** option can be used to display Till cash position based on the currency, branch code, and date.

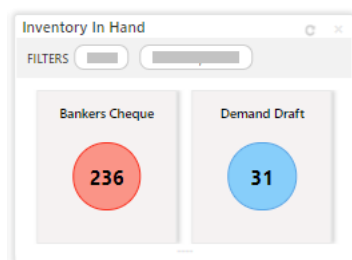
**Figure 19-2 Till Cash Position**



### Inventory in Hand

This widget displays the list of inventory counts available with the branch for the logged-in Teller Id.

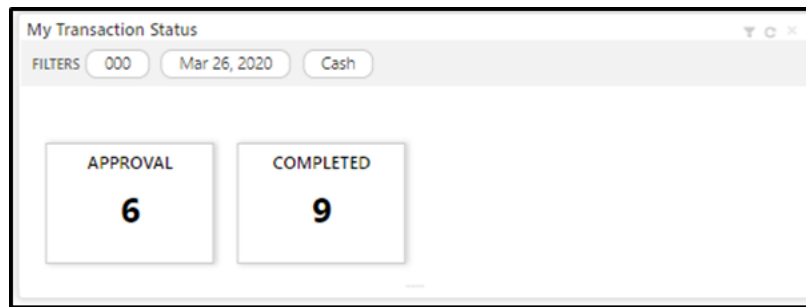
**Figure 19-3 Inventory in Hand**



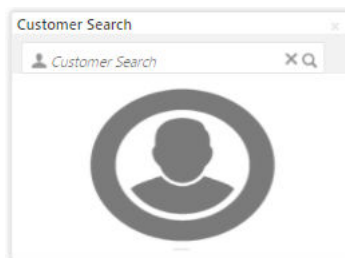
### My Transaction Status

This widget displays the total transaction count performed by the logged-in Teller. Each slice represents the status-wise count of the transactions performed by the Teller.

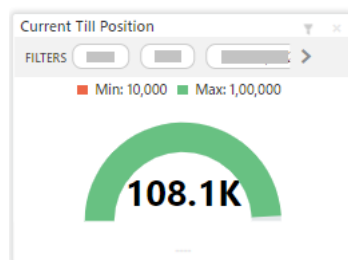
The **FILTERS** option can be used to display transaction status based on the branch code, branch date, and transaction type (Cash/Non-Cash).

**Figure 19-4 My Transaction Status****Customer Search**

The Teller can use this widget to query and find a specific customer account. For more information on this segment, refer to [Customer Search](#).

**Figure 19-5 Customer Search****Current Till Position**

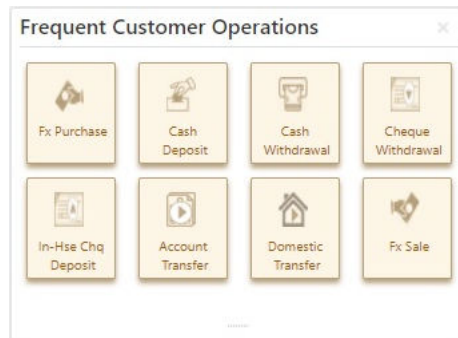
This widget displays the Till amount available for the logged-in Teller ID. The **FILTERS** option can be used to display the current Till amount based on the currency, branch code, and date. The minimum and maximum values are fetched from the user preferences.

**Figure 19-6 Current Till Position**

## Frequent Customer Operations

The Teller can use this widget to launch one 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 the menu to process transactions.

**Figure 19-7** Frequent Customer Operations



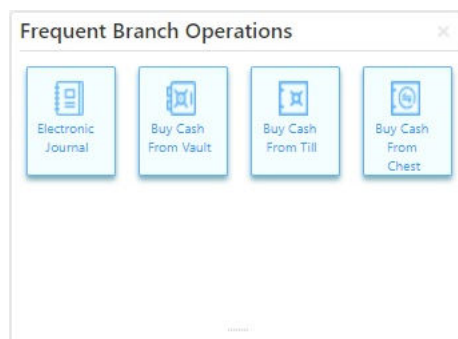
### Note:

The system displays an error message stating that the User does not have rights to access this screen if the user is trying to access the restricted screen in the widget.

## Frequent Branch Operations

The Teller can use this widget to launch one 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 19-8** Frequent Branch Operations



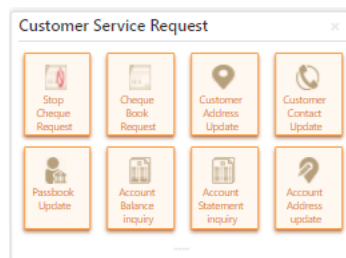
 **Note:**

The system displays an error message stating that the User does not have rights to access this screen if the user is trying to access the restricted screen in the widget.

### Customer Service Request

The Teller can use this widget to launch one 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 19-9 Customer Service Request**

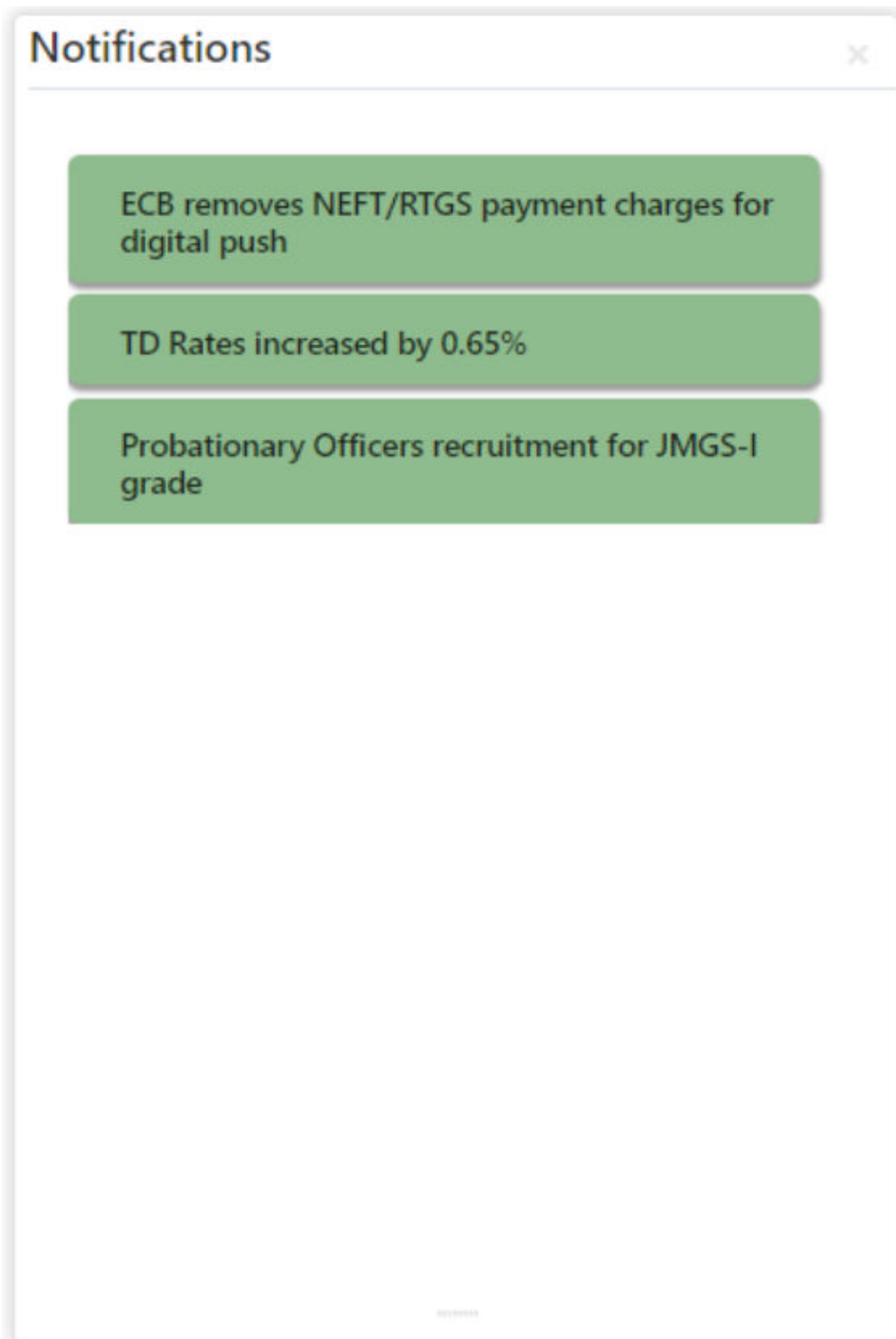
 **Note:**

The system displays an error message stating that the User does not have rights to access this screen if the user is trying to access the restricted screen in the widget.

### Notifications

The Teller can use this widget to view the bank-specific notifications or instructions provided for the bank staff. Generation of the notifications to be configured at the back-end.

Figure 19-10 Notifications

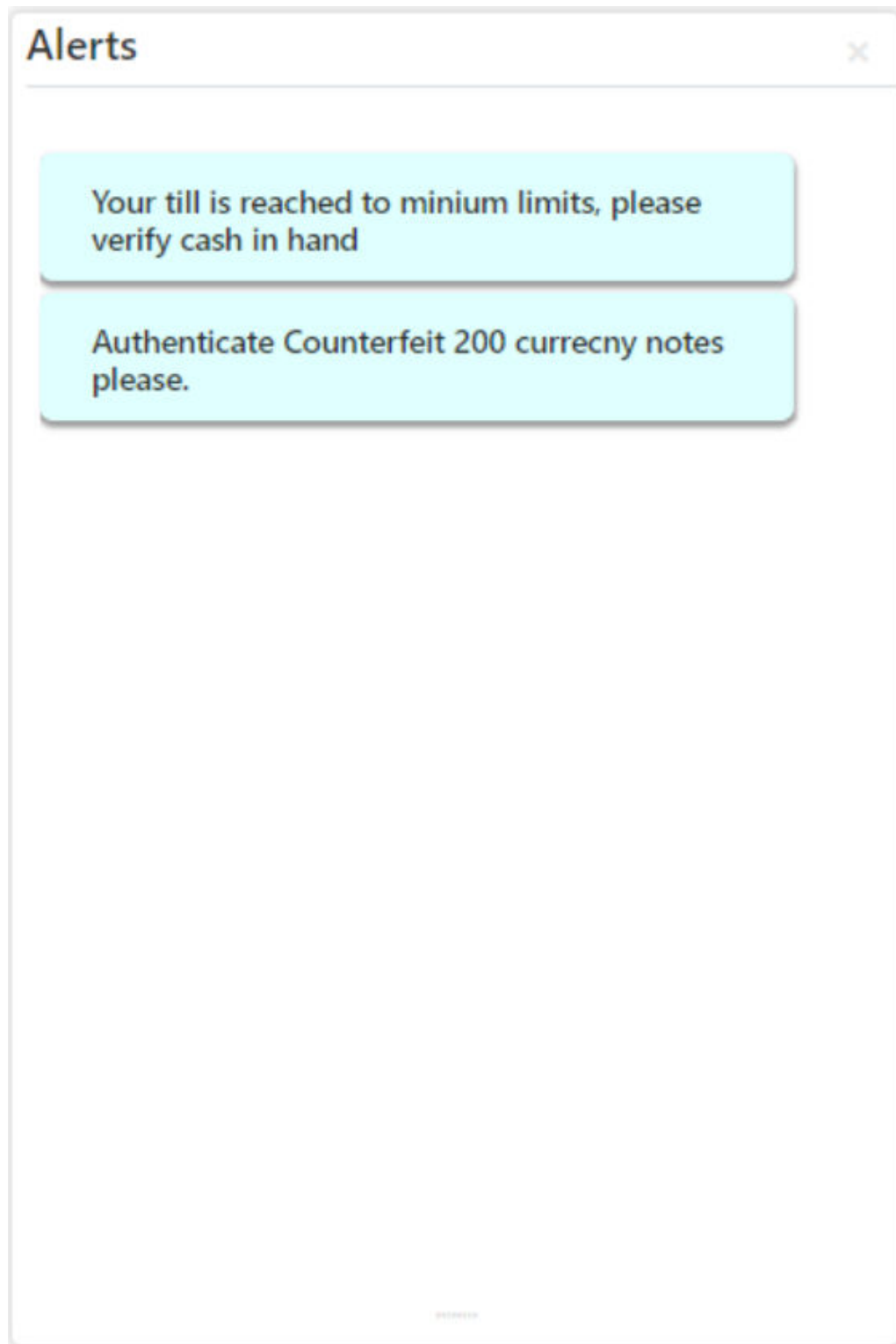


**Alerts**

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.



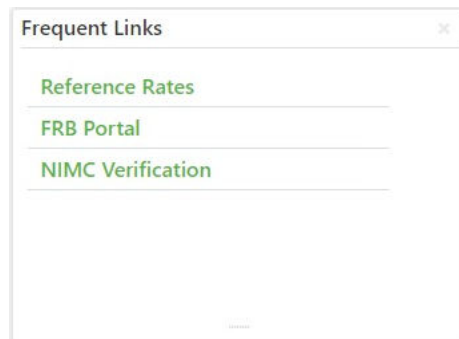
Figure 19-11 Alerts



## Frequent Links

The Teller can use this widget to access the frequently used links to refer for transaction submission and other operational activities during the day.

**Figure 19-12** Frequent Links



# Branch Maintenance

The branch maintenance screens are used to perform the maintenance for processing the branch transactions.

This topic contains the following subtopics:

- [Common Actions for Branch Maintenance](#)  
The screens under the **Branch Maintenance** menu contain common icons to perform all or a few of the basic actions.
- [Maintain Teller Branch Parameters](#)  
The **Teller Branch Parameters Maintenance** screen is used to set the teller preferences for a branch.
- [Maintain Branch Role Limits](#)  
The **Branch Role Limits** screen is used to set the input and authorization limits for a specific role.
- [Maintain Branch User Preferences](#)  
The **Branch User Limits** screen is used to set preferences like Till/Vault Indicator, currency holding preferences, and currency limit preferences for the branch user.
- [Maintain Denominations](#)  
The **Denominations Maintenance** screen is used to maintain the standard currency denominations for each currency that the bank deals with.
- [Maintain Function Code Definitions](#)  
The **Function Code Definition** screen is used to specify the preferences for the function code.
- [Maintain Function Code Preferences](#)  
The **Function Code Preferences** screen is used to define the workflow preferences (validation preferences and authorization preferences) for a function code.
- [Maintain Default Authorizer](#)  
The **Default Authorizer** screen is used to define the default authorizer who can authorize a specific function code for a branch user.
- [Maintain Accounting and Settlements](#)  
The **Settlements Definition** screen is used to define the settlement and accounting parameters that are applicable for processing the branch transactions involving a function code.
- [Maintain Instrument Numbers](#)  
The **Instrument Number Maintenance** screen is used to maintain the instrument type for each branch.
- [Maintain Inter Branch Transit Account](#)  
The **Inter Branch Transit Account** screen is used to maintain inter-branch transit account for each branch using the receiving branch, vault, and currency combination.
- [Maintain External System](#)  
The **External System Maintenance** screen is used to define the parameters for the external system.

- [Maintain Channel Limits](#)  
The **Channel Limits** screen is used to maintain the channel limits for a particular customer group.
- [Maintain Account Group](#)  
The **Account Group Maintenance** screen is used to create groups of the account codes, and these groups can be used for charge calculation.
- [Maintain Branch Group](#)  
The **Branch Group Maintenance** screen is used to create groups of the branch codes, and these groups can be used for charge calculation.
- [Maintain Customer Group](#)  
The **Customer Group Maintenance** screen is used to create groups of the customer codes, and these groups can be used for charge calculation.
- [Maintain Charge Definitions](#)  
The **Charge Definition Maintenance** screen is used to maintain the charge definitions.
- [Create Charge Pricing Maintenance](#)  
The **Create Charge Pricing Maintenance** screen is used to maintain the charge pricing.
- [View Charge Pricing Maintenance](#)  
The **View Charge Pricing Maintenance** screen is used to view the summary and details of charge pricing IDs.
- [Maintain Charge Condition Group](#)  
The **Charge Condition Group Maintenance** screen is used to create groups of the charge condition codes.
- [Maintain Charge Decisions](#)  
The **Charge Decision Maintenance** screen is used to maintain the charge decisions.
- [Charge Decision Enquiry](#)  
The **Charge Decision Enquiry** screen is used to inquire about the details of charge definition and charge pricing for the specified search criteria.
- [Maintain Reject Codes](#)  
The **Reject Code Maintenance** screen is used to maintain the reject codes.
- [Maintain Clearing Network Codes](#)  
The **Clearing Network** screen is used to maintain the clearing network codes.
- [Maintain Denomination Variations](#)  
The **Denomination Variation Maintenance** screen is used to maintain the denomination-wise variations.
- [Maintain External Bank Codes](#)  
The **External Bank Code** screen is used to maintain the bank codes and branch codes.
- [Maintain Issuer Codes](#)  
The **Issuer Code Maintenance** screen is used to maintain the issuer codes for TC transactions.
- [Maintain Utility Providers](#)  
The **Utility Provider Maintenance** screen is used to link the utility provider with a settlement account.



- **Maintain Account Entitlement Restriction**  
This screen is used to maintain the Account Entitlement Group by grouping the set of Customer accounts. To process this screen, type **Account Entitlement Restriction** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

## 20.1 Common Actions for Branch Maintenance

The screens under the **Branch Maintenance** menu contain common icons to perform all or a few of the basic actions.

The following are the symbols/icons you are likely to find in the branch maintenance screens:

**Table 20-1 Symbols**

Icon	Description
	Click this icon to search the configured records based on the specified search criteria. The input fields to search the records are displayed based on the maintenance screen.
	Click this icon to reset the search results to the default summary view.

**Table 20-2 Common Actions for Maintenance Screens**

Icon	Description
<b>Save</b>	Click <b>Save</b> to view the configured details in the summary view.
<b>Cancel</b>	Click <b>Cancel</b> to terminate the operation.

On the records displayed in the summary view, you can perform one of the following actions:

**Table 20-3 Common Actions for Records**

Action	Description
<b>New</b>	Create a new record.
<b>Unlock</b>	Modify the details and save.
<b>Delete</b>	Delete an unauthorized record.
<b>Authorize</b>	Authorize the record.
<b>Close</b>	Close the record.
<b>Reopen</b>	Re-open a closed record.
<b>Audit</b>	Audit the record.

## 20.2 Maintain Teller Branch Parameters

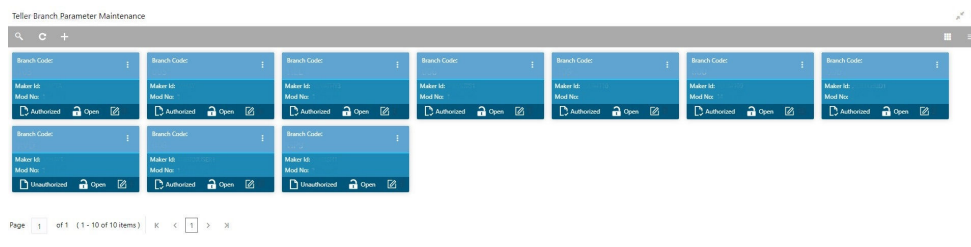
The **Teller Branch Parameters Maintenance** screen is used to set the teller preferences for a branch.

To maintain teller branch parameters:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Teller Branch Parameters Maintenance** or specify **Teller Branch Parameters Maintenance** in the search icon bar and select the screen.

The **Teller Branch Parameters Maintenance** summary screen is displayed.

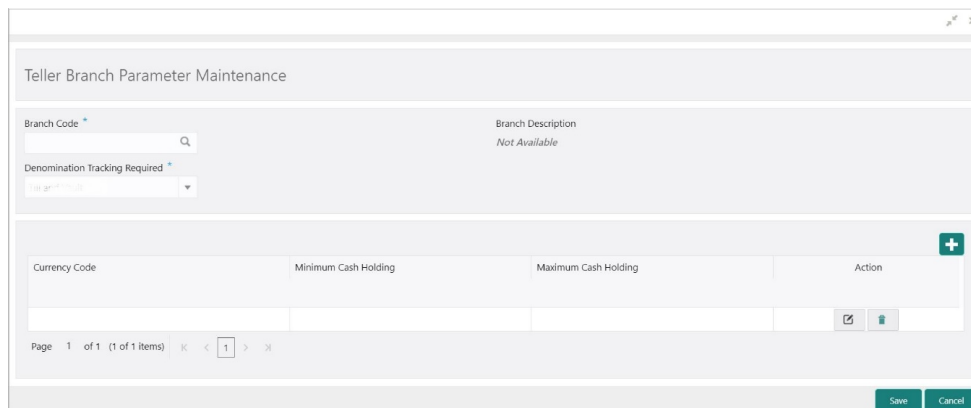
**Figure 20-1 Teller Branch Parameters Maintenance (Summary)**




2. Click the  icon.

The **Teller Branch Parameters Maintenance (New)** screen is displayed.

**Figure 20-2 Teller Branch Parameters Maintenance (New)**




3. On the **Teller Branch Parameters Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 20-4 Teller Branch Parameter Maintenance - Field Description**

Field	Description
<b>Branch Code</b>	Select the branch code from the list of the available options.
<b>Description</b>	Displays the description of the branch.

Table 20-4 (Cont.) Teller Branch Parameter Maintenance - Field Description

Field	Description
<b>Denomination Tracking Required</b>	Specify the denomination that needs to be tracked for the <b>Vault, Till and Vault, or None</b> . The descriptions of the drop-down values are given below: <ul style="list-style-type: none"> <li>• <b>Till and Vault</b> - To track denomination for Tills and Vault. By default, this option is selected.</li> <li>• <b>Vault</b> - To track denomination only for Vault, if a Vault is involved in the transaction.</li> <li>• <b>None</b> - To indicate that denomination tracking is not required for any transaction.</li> </ul>
<b>Currency Code</b>	Displays the currency for which the <b>Minimum Cash Holding Limit</b> or <b>Maximum Cash Holding Limit</b> is to be maintained for the branch.
<b>Minimum Cash Holding Limit</b>	Displays the minimum cash holding limit for the branch.
<b>Maximum Cash Holding Limit</b>	Displays the maximum cash holding limit for the branch. <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The maximum cash holding amount must not be less than the minimum cash holding amount.</p> </div>
<b>Action</b>	Click the necessary icon to edit, save, or delete a row.

4. Click **Save**.

The summary view is displayed with the configured teller branch parameters.

## 20.3 Maintain Branch Role Limits

The **Branch Role Limits** screen is used to set the input and authorization limits for a specific role.

Four static roles are factory-shipped and mapped with the functional activity codes. The functional activity codes maintained for each service/menu item are mapped to the respective roles. The details of each static role are provided in the table below:

Table 20-5 Static Roles

Static Role	Description
<b>OBBRN_BASE</b>	This role is mapped with all functional activity codes related to the service side. A user ID has to be mapped to <i>OBBRN_BASE</i> and one or more of the following roles based on the requirement: <ul style="list-style-type: none"> <li>• <i>OBBRN_MANAGER</i></li> <li>• <i>OBBRN_TELLER</i></li> <li>• <i>OBBRN_VAULT</i></li> </ul>
<b>OBBRN_MANAGER</b>	This role is mapped with all menu-related functional activity codes, and the user can access all screens.

Table 20-5 (Cont.) Static Roles

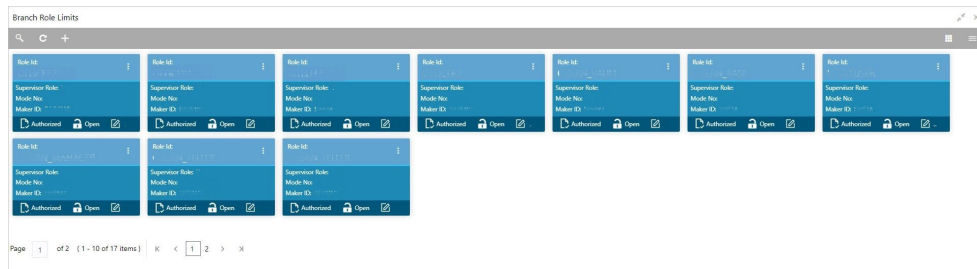
Static Role	Description
<b>OBBRN_TELLER</b>	<p>This role is mapped with functional activity codes related to the menu that can be accessed by a Teller user. The user can access the screens except the following:</p> <ul style="list-style-type: none"> <li>• All screens under Branch Maintenance</li> <li>• Open Branch Batch</li> <li>• Close Branch Batch</li> <li>• Open Vault Batch</li> <li>• Close Vault Batch</li> <li>• Buy Cash from Currency Chest</li> <li>• Sell Cash to Currency Chest</li> <li>• Interbranch Transaction Request</li> <li>• Interbranch Transaction Input</li> <li>• Interbranch Transaction Liquidation</li> </ul>
<b>OBBRN_VAULT</b>	<p>This role is mapped with functional activity codes related to the menu that can be accessed by a Vault user. The user can access only the following screens:</p> <ul style="list-style-type: none"> <li>• Open Vault Batch</li> <li>• Close Vault Batch</li> <li>• Buy Cash from Currency Chest</li> <li>• Sell Cash to Currency Chest</li> <li>• Interbranch Transaction Request</li> <li>• Interbranch Transaction Input</li> <li>• Interbranch Transaction Liquidation</li> </ul>

To maintain branch role limits:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Branch Role Limits** or specify **Branch Role Limits** in the search icon bar and select the screen.

The **Branch Role Limits** summary screen is displayed.

Figure 20-3 Branch Role Limits (Summary)



2. Click the  icon.

The **Branch Role Limits Maintenance** screen is displayed.



**Figure 20-4 Branch Role Limits Maintenance**

3. On the **Branch Role Limits Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-6 Branch Role Limits Maintenance - Field Description**

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 are to be specified.
<b>Input Limit</b>	Specify the transaction input limit for a single transaction.
<b>Authorization Limit</b>	Specify the maximum amount that the role is allowed to process while authorizing a transaction.
<b>Action</b>	Click the necessary icon to edit, save, or delete a row.

4. Click **Save**.

The summary view is displayed with the configured branch role limits.

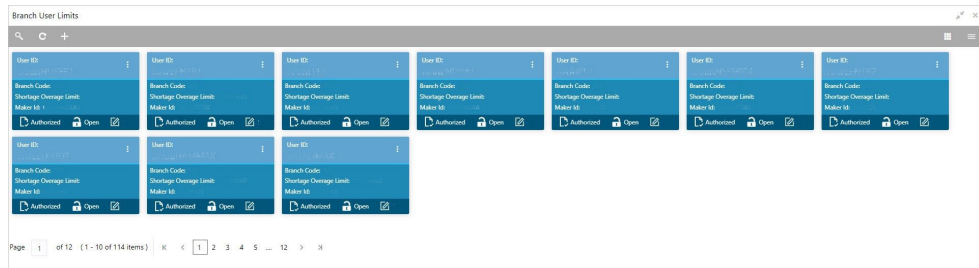
## 20.4 Maintain Branch User Preferences


The **Branch User Limits** screen is used to set preferences like Till/Vault Indicator, currency holding preferences, and currency limit preferences for the branch user.

To maintain branch user preferences:

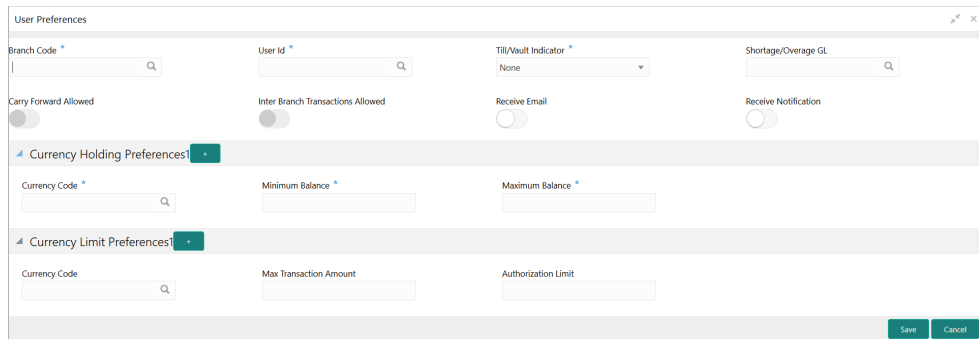
1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Branch User Limits** or specify **Branch User Limits** in the search icon bar and select the screen. The **Branch User Limits** summary screen is displayed.

**Figure 20-5 Branch User Limits (Summary)**




- Click the  icon.  
The **User Preferences** screen is displayed.

**Figure 20-6 User Preferences**




- On the **User Preferences** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 20-7 User Preferences - Field Description**

Field	Description
<b>Branch Code</b>	Click the search icon, and select the branch code from the list of values.
<b>User ID</b>	Click the search icon, and select the user ID for which the branch preferences are to be maintained.
<b>Till/Vault Indicator</b>	Select from the following drop-down values: <ul style="list-style-type: none"> <li><b>Till</b></li> <li><b>Vault</b></li> <li><b>Both</b></li> <li><b>None</b></li> </ul>

Table 20-7 (Cont.) User Preferences - Field Description

Field	Description
Shortage/Overage GL	 <b>Note:</b> Currently not used, meant for future use.
Carry Forward Allowed	Select if the funds are allowed to carry forward for the next day.
Inter Branch Transactions Allowed	Select if the transfer between the branches is allowed.
Receive Email	Select if the Teller needs to receive emails for approval of transactions.
Receive Notification	Select if the Teller needs to receive notifications in Dashboard.
Currency Holding Preferences	Specify the fields.
Currency Code	Click the search icon, and select the currency code to specify the cash holding preferences.
Minimum Balance	Specify the minimum balance to be maintained for the Till or Vault.
Maximum Balance	Specify the maximum balance to be maintained for the Till or Vault.
Currency Limit Preferences	Specify the fields.
Currency Code	Click the search icon, and select the currency in which the limits (transactions amounts) will be expressed.
Max Transaction Amount	Specify the maximum transaction amount allowed that the user can enter in a single transaction.
Authorization Limit	Specify the maximum amount that the user (to which the limit role is associated) is allowed to process while authorizing a transaction.

- Click **Save**.

The summary view is displayed with the configured user preferences.

## 20.5 Maintain Denominations

The **Denominations Maintenance** 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 follows:

Table 20-8 Denominations Maintenance for USD Currency

CCY CODE	DENM CODE	DESCRIPTION	VALUE	NOTE / COIN
USD	D100	100 dollars	100	NOTE
USD	D50	50 dollars	50	NOTE

**Table 20-8 (Cont.) Denominations Maintenance for USD Currency**

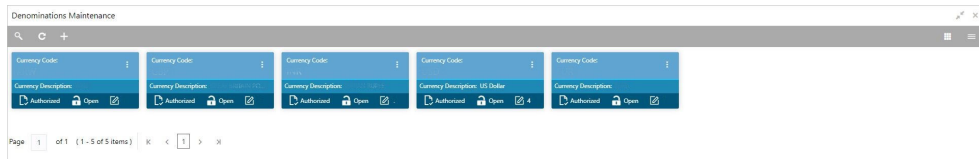
CCY CODE	DENM CODE	DESCRIPTION	VALUE	NOTE / COIN
USD	D20	20 dollars	20	NOTE
USD	D10	10 dollars	10	NOTE
USD	D5	5 dollars	5	NOTE
USD	D1N	1 dollar	1	NOTE
USD	D1C	1 dollar	1	COIN
USD	C25	25 cents	0.25	COIN
USD	C10	10 cents	0.1	COIN
USD	C5	5 cents	0.05	COIN
USD	C1	1 cent	0.01	COIN


To maintain denominations:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Denominations Maintenance** or specify **Denominations Maintenance** in the search icon bar and select the screen.

The **Denominations Maintenance** summary screen is displayed.

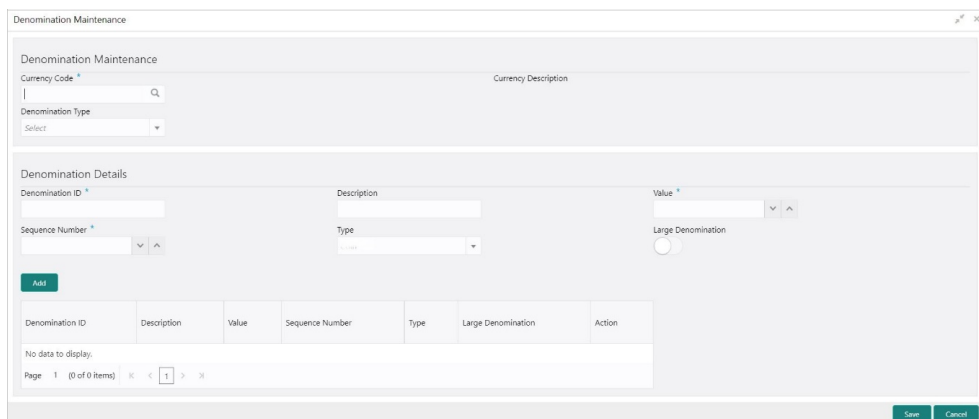
**Figure 20-7 Denominations Maintenance (Summary)**



2. Click the  icon.

The **Denomination Maintenance (New)** screen is displayed.

**Figure 20-8 Denomination Maintenance**



- On the **Denomination Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-9 Denomination Maintenance - Field Description**

Field	Description
<b>Currency Code</b>	Specify the currency for which the currency denomination is 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 denomination 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.
<b>Add</b>	Click <b>Add</b> to add the specified denomination details as an entry to the table.

- Click **Save**.

The summary view is displayed with the configured denominations.

## 20.6 Maintain Function Code Definitions

The **Function Code Definition** screen is used to specify the preferences for the function code.

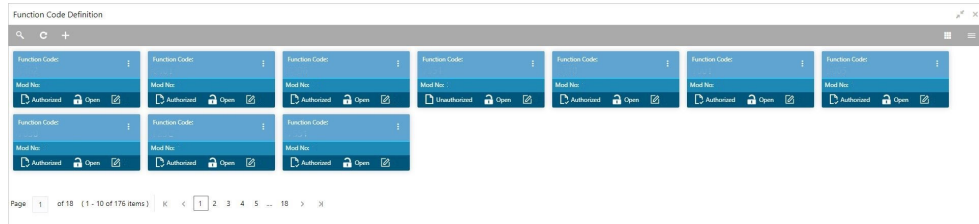
For the list of function codes and the respective screen names, refer to [List of Function Codes](#).

To maintain function code definitions:

- On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Function Code Definition** or specify **Function Code Definition** in the search icon bar and select the screen.

The **Function Code Definition** summary screen is displayed.

**Figure 20-9 Function Code Definition**



- Click the  icon.  
The **Function Code Definition (New)** screen is displayed.

**Figure 20-10 Function Code Definition**

 **Note:**



In **Function Code Definition** screen, reversal allowed flag will not be enabled for BC Payment Reversal, DD Payment Reversal, and Cash Remittance Reversal. The system displays an error message stating that the Reversal is not supported, making reversal allowed as N.

- On the **Function Code Definition** screen, specify the fields. For more information on fields, refer to the field description table.



 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-10 Function Code Definition - Field Description**

Field	Description
<b>Function Code</b>	Select from the list function codes that are factory shipped. For the list of function codes and the respective screen names, refer to <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 needs to act as the parent function code.
<b>Parent Function Code</b>	Specify the applicable parent function code.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b> This field is enabled only if the <b>Support Child Function Code</b> is not selected. </div>
<b>Next Date Transaction Allowed</b>	Select if the next day transaction posting needs to be allowed for the specified function code.
<b>Charge Details</b>	Specify the fields.
<b>Apply Charges</b>	Specify if charges are applicable for this transaction.
<b>Exchange Rate Details</b>	Specify the fields.
<b>Rate Type</b>	Select the rate type for the transaction code.
<b>Rate Code</b>	Select the rate code for the transaction code.
<b>Override Limit</b>	Specify the override limit. The system displays the default override limit currency as GBP.
<b>Stop Limit</b>	Specify the stop limit. The system displays the default stop-limit currency as GBP.
<b>Additional Preferences</b>	Specify the fields.
<b>Reversal Allowed</b>	Specify if the reversal is allowed for the transaction.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b> Reversal allowed will be disabled for remittances and clearing transactions. Hence, reversal will not be enabled in the journal log. </div>
<b>Reversal Requires Authorization</b>	Specify if the authorization is required for a reversal transaction.
<b>Reversal includes charges</b>	Specify if the charges are 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.

**Table 20-10 (Cont.) Function Code Definition - Field Description**

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 and Print</b> – This icon is enabled only if Input Slip Confirmation is selected in the <b>Function Code Definition</b> 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 <b>Print</b> to print the generated slip and provide it to the customer.</li> <li>• <b>Close</b> – Click <b>Close</b> to close the generated receipt.</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the mandatory fields are not filled, the system shows an error message <b>Value is required</b>, wherever applicable.</p> </div>
<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> <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> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The setup for Plato alerts needs to be completed and Kafka topics need to be created to enable e-mail alerts. For information on setup, refer to <i>Oracle Banking Branch Installation Guide</i>.</p> </div>
<b>Advices</b>	This section allows selecting advice for multiple Function Codes.
<b>Advice Name</b>	Displays the advice name.

4. Click **Save**.

The summary view is displayed with the configured function code definitions.



## 20.7 Maintain Function Code Preferences

The **Function Code Preferences** 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 [List of Function Codes](#). The rule-based authorization option in this screen is used to configure multi-level authorization with AND or OR condition. The multi-level authorization feature is described with the following example.

The sample user roles are considered as follows:

- *JUNIOR TELLER* (Supervisor enabled)
- *SENIOR TELLER1*
- *SENIOR TELLER2*
- *OFFICER LEVEL1*
- *OFFICER LEVEL2*
- *BRANCH MANAGER*

The sample values for limits and roles maintained are as below:

**Table 20-11 Sample Values for Multi-level Authorization**

Transaction Limit	Primary Authorization	Alternate Authorization
50,000 to 9,99,999	<i>SENIOR TELLER2</i> , <i>OFFICER LEVEL1</i> , and <i>OFFICER LEVEL2</i>	<i>OFFICER LEVEL2</i> and <i>BRANCH MANAGER</i>
10,00,000 to 99,99,99,99,999	<i>SENIOR TELLER1</i> and <i>OFFICER LEVEL1</i>	<i>OFFICER LEVEL2</i> or <i>BRANCH MANAGER</i>

The approval needs to be provided by the roles configured with AND or OR condition defined either in the primary authorization path or in the alternate authorization path. Based on the sample values provided, the following are some possible scenarios for multi-level authorization:

**Table 20-12 Examples for Multi-Level Authorization**

Condition	Authorization Process
Teller with <i>JUNIOR TELLER</i> role inputs a cash deposit transaction of amount 10,000	The transaction gets completed automatically without authorization.

**Table 20-12 (Cont.) Examples for Multi-Level Authorization**

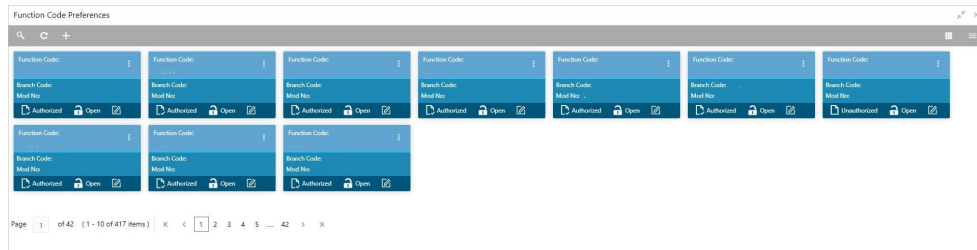
Condition	Authorization Process
Teller with <i>JUNIOR TELLER</i> role input a cash deposit of 60,000	The transaction gets assigned to all the roles mentioned in Primary and Alternate Authorization paths. For example, when a user with the <i>OFFICER LEVEL2</i> role picks the transaction and authorizes it, the transaction gets assigned to the other three roles in the Primary and Alternate paths. Further, based on the user who picks for approval, the corresponding path will be chosen by the system. If a user with <i>BRANCH MANAGER</i> Role picks the transaction for approval, the system identifies the Alternate Path for approval and ends the authorization process. If a user with <i>SENIOR TELLER2</i> role picks the transaction and authorizes, then the corresponding Primary Path will be chosen by the system for <i>OFFICER LEVEL1</i> to authorize the transaction.
Teller inputs an account transfer of 20,00,000	The transaction gets assigned to all the roles mentioned in Primary and Alternate Authorization paths. When a user with <i>BRANCH MANAGER</i> role or <i>OFFICER LEVEL2</i> role picks the transaction and authorizes it, the system identifies the path as Alternate and ends the authorization process. Else if a user with <i>OFFICER LEVEL1</i> picks the transaction and authorizes it, the system identifies the path as Primary for <i>SENIOR TELLER1</i> to authorize the transaction.

To maintain function code preferences:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Function Code Preferences** or specify **Function Code Preferences** in the search icon bar and select the screen.

The **Function Code Preferences** summary screen is displayed.

**Figure 20-11 Function Code Preferences (Summary)**



2. Click the  icon.

The **Function Code Preferences** screen is displayed.

**Figure 20-12 Function Code Preferences**

**Figure 20-13 Rule-Based Authorization**

Currency	From Amount	To Amount	Amend Charge	Amend Rate	Interbranch Transaction	Supervisor Role ID	Supervisor Role Logical Operator	Alternate Supervisor RoleID	Alternate Supervisor Role Logical Operator
GBP	0	25,000	Select One	Select O...	Select One	OBBRN_TELLER X	Select One		Select One

**Figure 20-14 Transaction Limit Check**

Transaction Currency	Transaction Amount	Action

- On the **Function Code Preferences** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 20-13 Function Code Preferences - Field Description**







Field	Description
<b>Branch Code</b>	<p>Select the branch code from the list of values.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values should have the *.* for the "All" option.</p> </div>
<b>Branch Description</b>	Displays the description of the branch code.
<b>Function Code</b>	Specify the function code. The list of values displays the valid function codes.
<b>Function Code Description</b>	Displays the description of the function code.
<b>General Preferences</b>	Specify the fields. This segment can be used to configure single-level authorization of the preferences with the use of the <b>Authorizer Role</b> field.
<b>Teller Sequence Request</b>	Select this option to generate the Teller sequence number.
<b>Teller Sequence Prefix</b>	<p>Specify the prefix for the generation of the Teller sequence number.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This is mandatory only if the <b>Teller Sequence Request</b> is selected.</p> </div>
<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 the exchange rate is allowed to modify for the transaction.
<b>Rule-Based Authorization</b>	<p>Select if the rule-based authorization is required for the transaction.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Assignment mode to be defined as 'Auto' if Rule based auth flag is selected.</p> </div>

Table 20-13 (Cont.) Function Code Preferences - Field Description

Field	Description
<b>Email Approval Required</b>	<p>Select if authorization through email is required for a transaction.</p> <div style="border: 1px solid #0070c0; padding: 10px; background-color: #e6f2ff;"> <p> <b>Note:</b></p> <p>If this option is selected in override confirmation, then an email will be sent as per the assignment mode maintained. This email will be sent to the selected approver or a list of approvers associated with the role maintained. The approvers will get an email for authorization only if receive email flag is selected in the <b>User Preferences</b> screen. Once the 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. The setup for Plato alerts needs to be completed and Kafka topics need to be created to enable e-mail alerts. For information on setup, refer to <i>Oracle Banking Branch Installation Guide</i>.</p> </div>
<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 the 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 the automatic or manual operation for the transaction.
<b>Authorizer Role</b>	<p>Select the role of the authorizers. The users belonging to this role are the valid authorizers for this workflow.</p> <div style="border: 1px solid #0070c0; padding: 10px; background-color: #e6f2ff;"> <p> <b>Note:</b></p> <p>This field is applicable, if assignment mode is <b>Manual</b> or if assignment mode is <b>Auto</b> and no default authorizer is maintained for the user.</p> </div>

**Table 20-13 (Cont.) Function Code Preferences - Field Description**

Field	Description
<b>Rule-Based Authorization</b>	Specify the fields. This segment can be used to configure multi-level authorization of the preferences with the use of <b>Supervisor Role ID</b> and <b>Alternate Supervisor Role ID</b> fields.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;">  <b>Note:</b> Rule Based Authorization cannot be applied for customer servicing transactions. </div>
<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 from the drop-down values ( <b>Yes</b> or <b>No</b> ).
<b>Amend Rate</b>	Select from the drop-down values ( <b>Yes</b> or <b>No</b> ).
<b>Interbranch Transaction</b>	Select from the drop-down values ( <b>Yes</b> or <b>No</b> ).
<b>Supervisor Role ID</b>	Select the supervisor role ID from the list of values. The following conditions apply to this field: <ul style="list-style-type: none"> <li>• More than one role can be added for authorization.</li> <li>• If multiple roles are added, it is not mandatory to authorize in sequential order of the roles added.</li> <li>• The roles added in this field are considered for the primary level of authorization.</li> </ul>
<b>Supervisor Role Logical Operator</b>	Select the logical operator AND or OR. If AND is chosen, all the Supervisor role specified in primary path has to authorize the transaction. If OR is chosen, either of the Supervisor role has to authorize the transaction.
<b>Alternate Supervisor Role ID</b>	Select the alternate role ID from the list of values. The following conditions apply to this field: <ul style="list-style-type: none"> <li>• More than one role can be added for authorization.</li> <li>• If multiple roles are added, it is not mandatory to authorize in sequential order of the roles added.</li> <li>• The roles added in this field are considered for the secondary level of authorization.</li> </ul>
<b>Alternate Supervisor Role Logical Operator</b>	Select the logical operator AND or OR. If AND is chosen, all the Supervisor role specified in primary path has to authorize the transaction. If OR is chosen, either of the Supervisor role has to authorize the transaction.
<b>Transaction Limit Check</b>	Specify the details under this section. Double-click on a row to enable the fields.
<b>Transaction Currency</b>	Click the search icon, and select the transaction currency from the list of values.
<b>Transaction Amount</b>	Specify the transaction amount.
<b>Action</b>	Click the necessary icon to save, edit, or delete the values of a row.

4. Click **Save**.

The summary view is displayed with the configured function code preferences.

## 20.8 Maintain Default Authorizer

The **Default Authorizer** 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 maintain default authorizer:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Default Authorizer** or specify **Default Authorizer** in the search icon bar and select the screen.

The **Default Authorizer** summary screen is displayed.

**Figure 20-15 Default Authorizer (Summary)**



2. Click the  icon.

The **Default Authorizer (New)** screen is displayed.


**Figure 20-16 Default Authorizer**

3. On the **Default Authorizer** screen, specify the fields. For more information on fields, refer to the field description table.

### Note:

The fields, which are marked with an asterisk, are mandatory.

**Table 20-14 Default Authorizer - Field Description**

Field	Description
<b>User ID</b>	Select the user ID from the list of values. The 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 list of values. This field is enabled if the <b>All</b> option is selected in the <b>User ID</b> field.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>If a specific authorizer is selected, then the system will default the home branch as branch code.</p> </div>
<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 list of values, if it is already set while assigning the transaction. If the mode assigned is <b>Manual</b> , it allows changing the default authorizer. Select the authorizer ID from the adjoining option list. The options 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.

4. Click **Save**.

The summary view is displayed with the configured default authorizer.

## 20.9 Maintain Accounting and Settlements

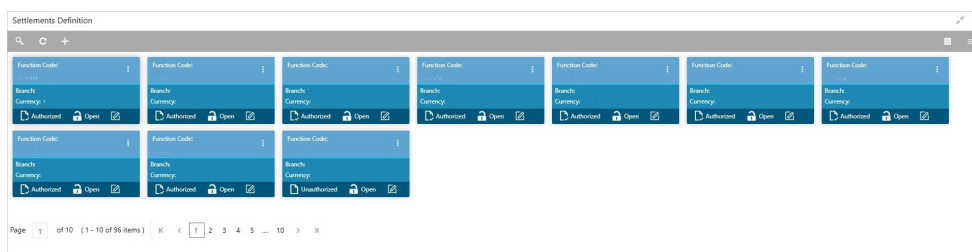
The **Settlements Definition** screen is used to define the settlement and accounting parameters that are applicable for processing the branch transactions involving a function code.

To maintain accounting and settlements:


1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Settlements Definition** or specify **Settlements Definition** in the search icon bar and select the screen.

The **Settlements Definition** summary screen is displayed.

**Figure 20-17 Settlements Definition (Summary)**





- Click the  icon.  
The **Accounting Settlement** screen is displayed.



**Figure 20-18 Accounting Settlement**

- On the **Accounting Settlement** screen, specify the fields. For more information on fields, refer to the field description table.





 **Note:**

The fields, which are marked with an asterisk, are mandatory.


**Table 20-15 Accounting Settlement - Field Description**

Field	Description
<b>Branch</b>	Select the branch for which the accounting details need to be defined from the list of values.   <b>Note:</b> The value *.* indicates the "All" option.
<b>Currency</b>	Select the currency for which the accounting details need to be defined from the list of values.   <b>Note:</b> The value *.* indicates the "All" option.
<b>Function Code</b>	Select the function code for which the accounting details need to be defined from the list of values.

**Table 20-15 (Cont.) Accounting Settlement - Field Description**

Field	Description
<b>Function Code Description</b>	Displays the description of the selected function code.
<b>Transaction Account</b>	<p>Select the transaction account or GL from the list of values. The list of values displays all valid GLs maintained. This field is kept blank if the transaction account needs to be selected from the transaction screen.</p> <p> <b>Note:</b></p> <p>LOV query will fetch the Nostro type of accounts for 9009 and 9010 function codes. For other function codes, only GL accounts will be fetched from LOV.</p>
<b>Offset Account/GL No</b>	<p>Select the offset account or GL from the list of values. The list of values displays all valid GLs maintained.</p> <p> <b>Note:</b></p> <p>LOV query will fetch the Nostro type of accounts for 9009 and 9010 function codes. For other function codes, only GL accounts will be fetched from LOV.</p>
<b>Transaction Code for Debit</b>	Select the transaction code used for debit accounting from the list of values.
<b>Transaction Code for Credit</b>	Select the transaction code used for credit accounting from the list of values.
<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>	<p> <b>Note:</b></p> <p>This field is meant for future use.</p>
<b>Profit Reval GL</b>	<p>Specify the profit revaluation GL details.</p> <p> <b>Note:</b></p> <p>This field is used during accounting only when the transaction involves negotiated exchange rate.</p>

**Table 20-15 (Cont.) Accounting Settlement - Field Description**

Field	Description
<b>Loss Reval GL</b>	Specify the loss revaluation GL details.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b> This field is used during accounting only when the transaction involves negotiated exchange rate.</p> </div>

4. Click **Save**.

The summary view is displayed with the configured accounting details.

## 20.10 Maintain Instrument Numbers

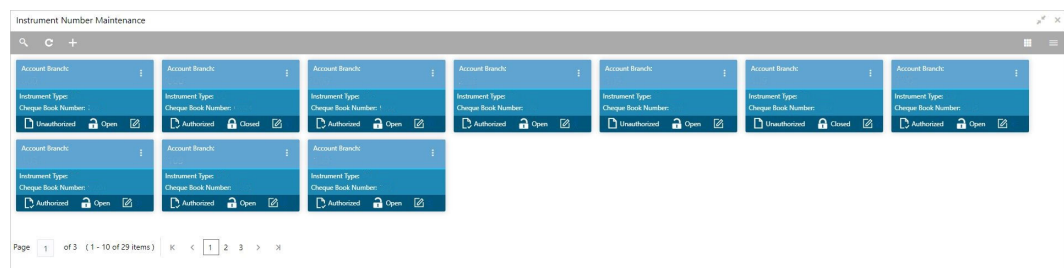
The **Instrument Number Maintenance** screen is used to maintain the instrument type for each branch.


To maintain instrument numbers:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Instrument Number Maintenance** or specify **Instrument Number Maintenance** in the search icon bar and select the screen.

The **Instrument Number Maintenance** summary screen is displayed.

**Figure 20-19 Instrument Number Maintenance (Summary)**



2. Click the  icon.  
The **Instrument Number Maintenance (New)** screen is displayed.
3. On the **Instrument Number Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Figure 20-20 Instrument Number Maintenance (New)**

**Table 20-16 Instrument Number Maintenance - Field Description**

Field	Description
<b>Instrument Type</b>	Specify the instrument type for which the instrument maintenance needs to be done.
<b>Branch</b>	Select the branch code from the list of values.
<b>Generate Instrument Number</b>	Specify Generate Instrument Number as Yes/No by selecting the radio-button. <ul style="list-style-type: none"> <li>• If Yes, then Instrument number will be generated by OBBRN.</li> <li>• If No, then Instrument number will be generated by OBPM.</li> </ul>
<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.

4. Click **Save**.

The summary view is displayed with the configured instrument number.

## 20.11 Maintain Inter Branch Transit Account

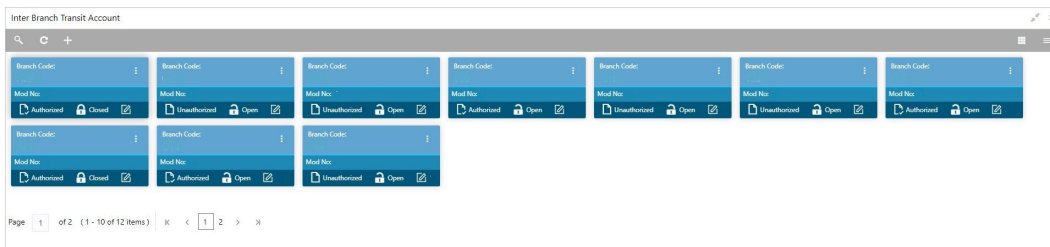
The **Inter Branch Transit Account** screen is used to maintain inter-branch transit account for each branch using the receiving branch, vault, and currency combination.

To maintain inter-branch transit account:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Inter Branch Transit Account** or specify **Inter Branch Transit Account** in the search icon bar and select the screen.

The **Inter Branch Transit Account** summary screen is displayed.

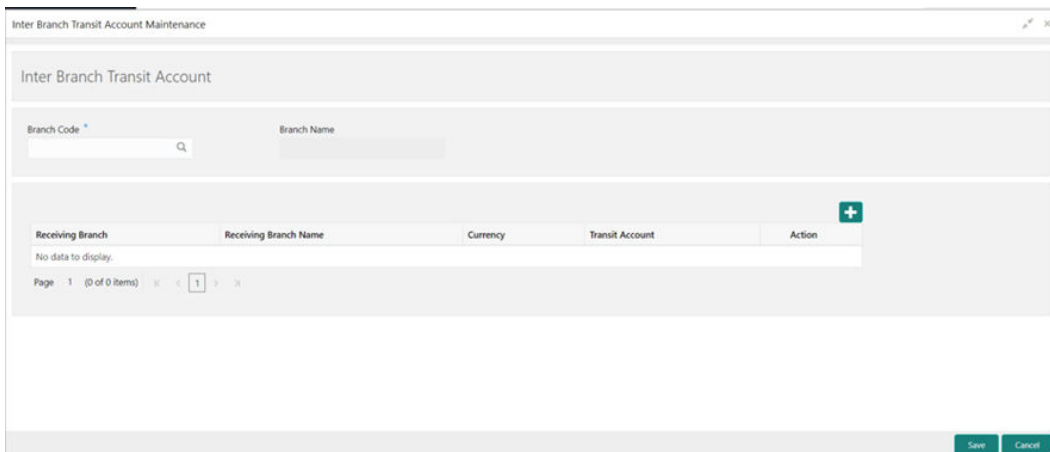
**Figure 20-21 Inter Branch Transit Account (Summary)**



2. Click the  icon.

The **Inter Branch Transit Account Maintenance** screen is displayed.

**Figure 20-22 Inter Branch Transit Account Maintenance**



3. On the **Inter Branch Transit Account Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-17 Inter Branch Transit Account Maintenance - Field Description**

Field	Description
<b>Branch Code</b>	Select the branch code from the list of values, which provides all the branch codes maintained in the system.
<b>Branch Name</b>	Display the description of the selected branch code.
<b>Receiving Branch</b>	Specify the destination branch to which the cash is transferred.
<b>Branch Name</b>	Display the description of the selected Receiving Branch code.
<b>Currency</b>	Specify the currency of the cash.

**Table 20-17 (Cont.) Inter Branch Transit Account Maintenance - Field Description**

Field	Description
<b>Transit Account</b>	Specify the transit account that is used to track the movement of cash.
<b>Action</b>	Click the necessary icon to edit, save, or delete a row.

4. Click **Save**.

The summary view is displayed with the configured inter-branch transit account.

## 20.12 Maintain External System

The **External System Maintenance** screen is used to define the parameters for the external system.

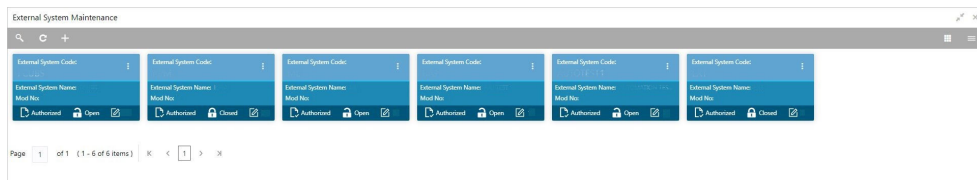
The parameters are defined whenever there is an external system call to the Oracle Banking Branch external API. Only the registered users can make the external system call to process the transaction.

To maintain external system:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **External System Maintenance** or specify **External System Maintenance** in the search icon bar and select the screen.

The **External System Maintenance** summary screen is displayed.

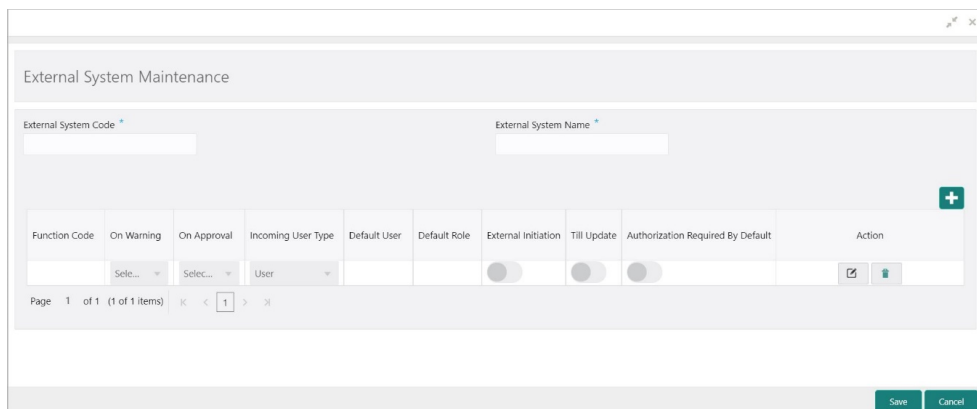
**Figure 20-23 External System Maintenance (Summary)**



2. Click the  icon.

The **External System Maintenance (New)** screen is displayed.

**Figure 20-24 External System Maintenance (New)**




- On the **External System Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.


 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-18 External System Maintenance - Field Description**

Field	Description
<b>External System Code</b>	Specify the system code of the registered external system.
<b>External System Name</b>	Specify the name of the registered external system.
<b>Function Code</b>	Specify the function code of the transaction, which needs to be performed through the external system. You can also select from the list of values.
<b>On Warning</b>	Select from the drop-down list. The values in the drop-down list are mentioned below: <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>	Select from the drop-down list. The values in the drop-down list are mentioned below: <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>	Select the incoming user type from the drop-down values. The values in the drop-down list are mentioned below: <ul style="list-style-type: none"> <li><b>User</b> – User appearing in the payload to process the transaction.</li> <li><b>Default User</b> – Default user that is 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 that is maintained to process the transaction.</li> </ul>
<b>Default User</b>	Specify the default user maintained. <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;">  <b>Note:</b>  This field is applicable only if the <b>Incoming User Type</b> is selected as <b>Default User</b>. </div>

**Table 20-18 (Cont.) External System Maintenance - Field Description**

Field	Description
<b>Default Role</b>	Specify the default role maintained.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b> This field is applicable only if the <b>Incoming User Type</b> is selected as <b>Default Role</b>.</p> </div>
<b>External Initiation</b>	Select if you need to log the transaction into Journal Log with the status <b>Initiated</b> .
<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.
<b>Action</b>	Click the necessary icon to edit, save, or delete a row.

- Click **Save**.

The summary view is displayed with the configured details of external system maintenance.

## 20.13 Maintain Channel Limits

The **Channel Limits** screen is used to maintain the channel limits for a particular customer group.

To maintain channel limits:

- On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Channel Limits** or specify **Channel Limits** in the search icon bar and select the screen.

The **Channel Limits** summary screen is displayed.

**Figure 20-25 Channel Limits (Summary)**



- Click the  icon.

The **Channel Limits Maintenance** screen is displayed.



**Figure 20-26 Channel Limits Maintenance**

3. On the **Channel Limits Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-19 Function Code Definition - Field Description**

Field	Description
<b>Account Group</b>	Click the search icon and select account group from the list of values.  <b>Note:</b> The list of values provides the account groups that are maintained in the <b>Account Group Maintenance</b> screen.
<b>Channel</b>	Select value from the drop-down list.  <b>Note:</b> By default, the value is selected as <b>Branch</b> .
<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.

4. Click **Save**.

The summary view is displayed with the configured details of channel limits maintenance.

## 20.14 Maintain Account Group

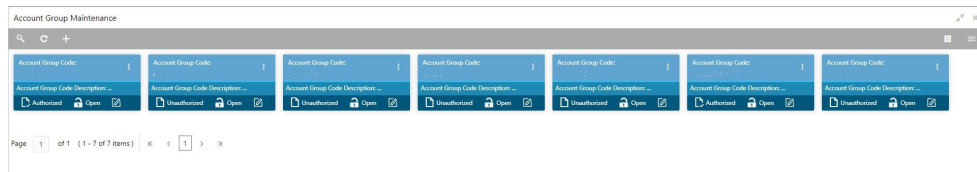
The **Account Group Maintenance** screen is used to create groups of the account codes, and these groups can be used for charge calculation.

To maintain account group:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Account Group Maintenance** or specify **Account Group Maintenance** in the search icon bar and select the screen.

The **Account Group Maintenance** summary screen is displayed.

**Figure 20-27 Account Group Maintenance (Summary)**



2. Click the  icon.

The **Account Group Maintenance (New)** screen is displayed.

**Figure 20-28 Account Group Maintenance (New)**

3. On the **Account Group Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-20 Account Group Maintenance - Field Description**

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 the list of values.
<b>Account Name</b>	Displays the description for the specified account number.
<b>Reset</b>	Click <b>Reset</b> to reset the accounts added.
<b>Add Accounts</b>	Click <b>Add Accounts</b> to add the account specified.
<b>Accounts Added</b>	Displays the details of accounts added to the table. Once you add an account to the table, you can click the necessary icon to edit or delete the added entry.

4. Click **Save**.

The summary view is displayed with the configured details of account groups.

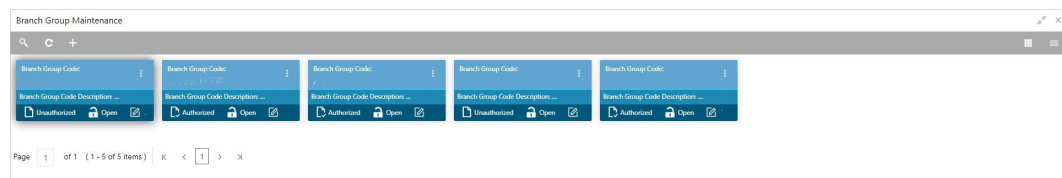
## 20.15 Maintain Branch Group


The **Branch Group Maintenance** screen is used to create groups of the branch codes, and these groups can be used for charge calculation.

To maintain branch group:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Branch Group Maintenance** or specify **Branch Group Maintenance** in the search icon bar and select the screen.

The **Branch Group Maintenance** summary screen is displayed.

**Figure 20-29 Branch Group Maintenance (Summary)**

2. Click the  icon.

The **Branch Group Maintenance (New)** screen is displayed.

**Figure 20-30 Branch Group Maintenance (New)**

3. On the **Branch Group Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-21 Branch Group Maintenance - Field Description**

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 the list of values.
<b>Branch Name</b>	Displays the description for the specified branch number.
<b>Reset</b>	Click <b>Reset</b> to reset the branches added.
<b>Add Branch</b>	Click <b>Add Branch</b> to add the branch specified.
<b>Branches Added</b>	Displays the details of branches added in the table. Once you add a branch in the table, you can click the necessary icon to edit or delete the added entry.

4. Click **Save**.

The summary view is displayed with the configured details of branch groups.

## 20.16 Maintain Customer Group

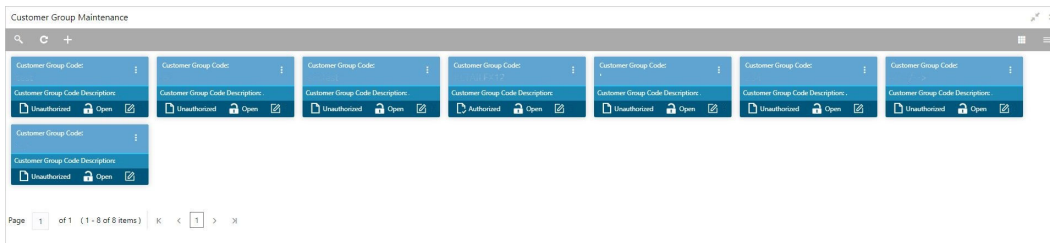
The **Customer Group Maintenance** screen is used to create groups of the customer codes, and these groups can be used for charge calculation.

To maintain customer group:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Customer Group Maintenance** or specify **Customer Group Maintenance** in the search icon bar and select the screen.

The **Customer Group Maintenance** summary screen is displayed.

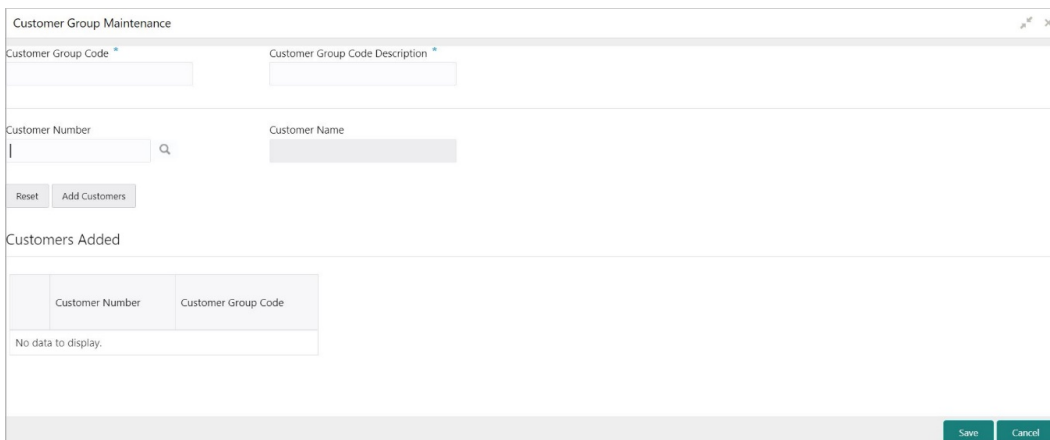
**Figure 20-31 Customer Group Maintenance (Summary)**



2. Click the  icon.

The **Customer Group Maintenance (New)** screen is displayed.

**Figure 20-32 Customer Group Maintenance (New)**



3. On the **Customer Group Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.


 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-22 Customer Group Maintenance - Field Description**

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.

**Table 20-22 (Cont.) Customer Group Maintenance - Field Description**

Field	Description
<b>Customer Number</b>	Specify the customer number. You can also select from the list of values.  <div style="border: 1px solid #0070c0; padding: 5px; background-color: #e6f2ff;"> <p> <b>Note:</b> You cannot add the same customer number in two different groups.</p> </div>
<b>Customer Name</b>	Displays the description for the specified customer number.
<b>Reset</b>	Click <b>Reset</b> to reset the customer numbers added.
<b>Add Customer</b>	Click <b>Add Customer</b> to add the customer numbers specified.
<b>Customers Added</b>	Displays the details of customer numbers added to the table. Once you add a customer number to the table, you can click the necessary icon to edit or delete the added entry.

4. Click **Save**.

The summary view is displayed with the configured details of customer groups.

## 20.17 Maintain Charge Definitions

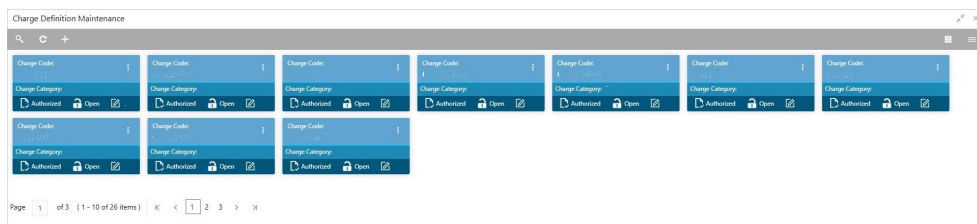
The **Charge Definition Maintenance** screen is used to maintain the charge definitions.

To maintain charge definitions:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Charge Definition Maintenance** or specify **Charge Definition Maintenance** in the search icon bar and select the screen.

The **Charge Definition Maintenance** summary screen is displayed.

**Figure 20-33 Charge Definition Maintenance (Summary)**



2. Click the  icon.

The **Charge Definition Maintenance (New)** screen is displayed.

**Figure 20-34 Charge Definition Maintenance (New)**

3. On the **Charge Definition Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.


**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-23 Charge Definition Maintenance - Field Description**

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 for the transaction. You can also select the GL from the list of values or the <i>DR_LEG/CR_LEG</i> .  <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If <i>DR_LEG/CR_LEG</i> is selected, the corresponding debit/credit account of the transaction will be considered for the charge processing. For example, if the charge code is defined with <b>Charge Debit Account</b> as <i>DR_LEG</i> for a cash deposit function code, the charge will be collected from cash GL. Hence, the customer is expected to deposit cash including the charge amount. For such a charge code, the <b>Charge by Cash</b> field will be displayed as <b>Yes</b> in the charges data segment of the transaction screen.</p> </div>

**Table 20-23 (Cont.) Charge Definition Maintenance - Field Description**

Field	Description
<b>Charge Debit Account</b>	Specify the charge debit account for the transaction. You can also select the GL from the list of values or the <i>DR_LEG/CR_LEG</i> .  <div style="border: 1px solid #0070c0; padding: 5px; background-color: #e6f2ff;"> <p> <b>Note:</b></p> <p>If <i>DR_LEG/CR_LEG</i> is selected, the corresponding debit/credit account of the transaction will be considered for the charge processing. For example, if the charge code is defined with <b>Charge Debit Account</b> as <i>DR_LEG</i> for a cash deposit function code, the charge will be collected from cash GL. Hence, the customer is expected to deposit cash including the charge amount. For such a charge code, the <b>Charge by Cash</b> field will be displayed as <b>Yes</b> in the charges data segment of the transaction screen.</p> </div>
<b>Credit Txn Code</b>	Click the search icon and select the credit transaction code from the list of values.
<b>Debit Txn Code</b>	Click the search icon and select the debit transaction code from the list of values.
<b>Pricing Source System</b>	Specify the pricing source system. You can also select from the list of values.
<b>Pricing Source Description</b>	Displays the description of the pricing source.
<b>EDE Code</b>	Displays the details of charge codes added to the table. Once you add a customer number to the table, you can click the necessary icon to edit or delete the added entry.

4. Click **Save**.

The summary view is displayed with the configured details of charge definitions.

## 20.18 Create Charge Pricing Maintenance

The **Create Charge Pricing Maintenance** screen is used to maintain the charge pricing.

To maintain charge pricing:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Create Charge Pricing Maintenance** or specify **Create Charge Pricing Maintenance** in the search icon bar and select the screen.

The **Create Charge Pricing Maintenance** summary screen is displayed.



**Figure 20-35 Create Charge Pricing Maintenance**

2. On the **Create Charge Pricing Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.



**Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-24 Create Charge Pricing Maintenance - Field Description**

Field	Description
<b>Application Code</b>	Specify the application code.
<b>Charge Pricing Description</b>	Specify the description of the charge pricing.
<b>Pricing Category</b>	Select the pricing category. The drop-down list has the following values: <ul style="list-style-type: none"> <li>• <b>Fixed Amount</b></li> <li>• <b>Fixed Percent</b></li> <li>• <b>Tier Based Amount</b></li> <li>• <b>Tier Based Percent</b></li> </ul>
<b>Pricing Method</b>	Select the pricing method. The drop-down values will vary based on the <b>Pricing Category</b> .
<b>Pricing Currency</b>	Select the pricing currency.
<b>Rate Code</b>	Click the search icon and select the rate code from the list of values.
<b>Rate Type</b>	Select the rate type from the drop-down values.
<b>Charge in Transaction Currency</b>	Select if the charges are needed in the transaction currency.
<b>Min/Max Validation Criteria</b>	Select the criteria ( <b>Amount</b> or <b>Percentage</b> ) for minimum or maximum validation.

**Table 20-24 (Cont.) Create Charge Pricing Maintenance - Field Description**

Field	Description
<b>Min Charge Amount/Percent</b>	Specify the minimum charge amount or percent.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Based on the value selected in the <b>Min/Max Validation Criteria</b>, this field gets enabled.</p> </div>
<b>Max Charge Amount/Percent</b>	Specify the minimum charge amount or percent.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Based on the value selected in the <b>Min/Max Validation Criteria</b>, this field gets enabled.</p> </div>
<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> .

3. Click **Save**.

The summary view is displayed with the configured details of charge pricing.

## 20.19 View Charge Pricing Maintenance

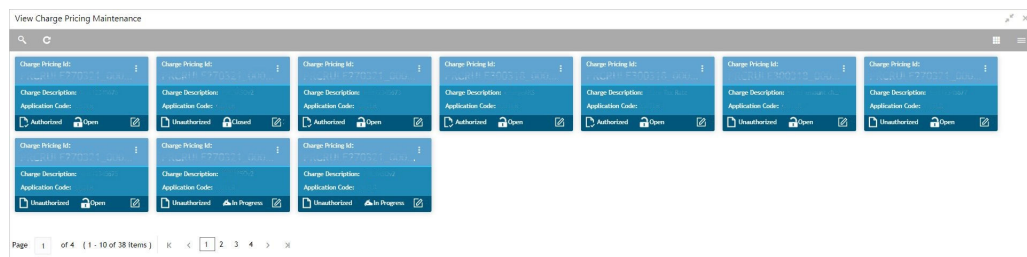
The **View Charge Pricing Maintenance** screen is used to view the summary and details of charge pricing IDs.

To view charge pricing maintenance:

On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **View Charge Pricing Maintenance** or specify **View Charge Pricing Maintenance** in the search icon bar and select the screen.

The **View Charge Pricing Maintenance** is displayed.

**Figure 20-36 View Charge Pricing Maintenance**



You can view a summary of the configured records for the charge pricing details on this screen.

## 20.20 Maintain Charge Condition Group

The **Charge Condition Group Maintenance** screen is used to create groups of the charge condition codes.

To maintain charge condition group:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Charge Condition Group Maintenance** or specify **Charge Condition Group Maintenance** in the search icon bar and select the screen.

The **Charge Condition Group Maintenance** summary screen is displayed.

**Figure 20-37 Charge Condition Group Maintenance (Summary)**



2. Click the  icon.

The **Charge Condition Group Maintenance** screen is displayed.

**Figure 20-38 Charge Condition Group Maintenance (New)**

3. On the **Charge Condition Group Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-25 Charge Condition Group Maintenance - Field Description**

Field	Description
<b>Charge Condition Group Code</b>	Specify the charge group code.
<b>Charge Condition Group Code Description</b>	Specify the description of the charge group code.
<b>Parameter 1 to Parameter 5</b>	Select the parameters 1 to 5. For more information on Parameters, refer to <a href="#">Additional Information on Parameters</a> .
<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 the list of values.
<b>Charge Pricing Rule ID</b>	Specify the charge pricing rule ID. You can also select from the list of values.
<b>Charge Pricing Rule Description</b>	Displays the description for specified charge pricing rule ID.
<b>Reset</b>	Click <b>Reset</b> to reset the charge group details added.
<b>Add Charge Group</b>	Click <b>Add Charge Group</b> to add the charge group details specified.
<b>Charge Groups Added</b>	Displays the details of charge groups added to the table. Once you add a customer number to the table, you can click the necessary icon to edit or delete the added entry.

4. Click **Save**.

The summary view is displayed with the configured groups of the charge condition codes.

- [Additional Information on Parameters](#)

The **Parameters** field on the **Charge Condition Group Maintenance** screen needs to be selected based on the specified conditions.

## 20.20.1 Additional Information on Parameters

The **Parameters** field on the **Charge Condition Group Maintenance** screen needs to be selected based on the specified conditions.

There will be a 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.

If the Charge Condition Group Maintenance is made with a specific parameter, the CHG\_PARAM\_TAGS column in the SRV\_TB\_TX\_STATIC\_TAGS table of transaction

schema needs to be updated. For example, if Parameter 1 is selected as a utility provider, it needs to be updated as below:

```
{
  "UtilityProvider": "$.institutionID",
  "P2": "",
  "P3": "",
  "P4": "",
  "P5": ""
}
```

For the other options in **Parameter** field, the JSON needs to be updated as follows:

**Table 20-26 Options for Parameter Fields**

Option	Value
<b>Account Group</b>	"AccountGroup": ""
<b>Customer Group</b>	"CustomerGroup": ""
<b>Transaction Branch Group</b>	"TransactionBranchGroup": ""
<b>To Account Branch Group</b>	"ToAccountBranchGroup": ""
<b>To Account Branch</b>	"ToAccountBranch": "\$.toAccountBranch" <\$.toAccountBranch has to be replaced with the field id as per the FID that captures To Account Branch>
<b>Account Currency</b>	"AccCcy": "\$.AccCcy" <\$.AccCcy has to be replaced with the field id as per the FID that captures Account Currency>
<b>Utility Provider</b>	"UtilityProvider": "\$.institutionID" <\$.institutionID has to be replaced with the field id as per the FID that captures Utility Provider>

## 20.21 Maintain Charge Decisions

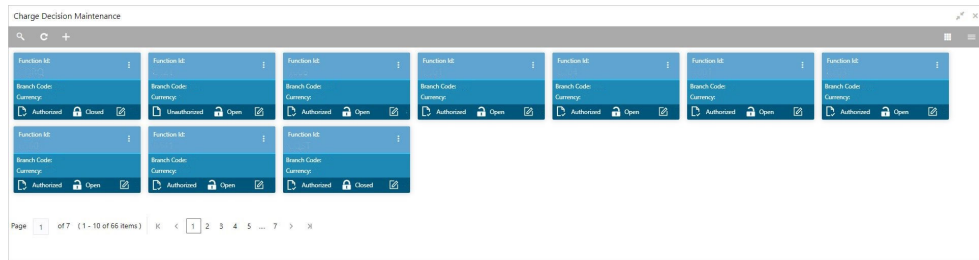
The **Charge Decision Maintenance** screen is used to maintain the charge decisions.

To maintain charge decisions:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Charge Decision Maintenance** or specify **Charge Decision Maintenance** in the search icon bar and select the screen.

The **Charge Decision Maintenance** summary screen is displayed.

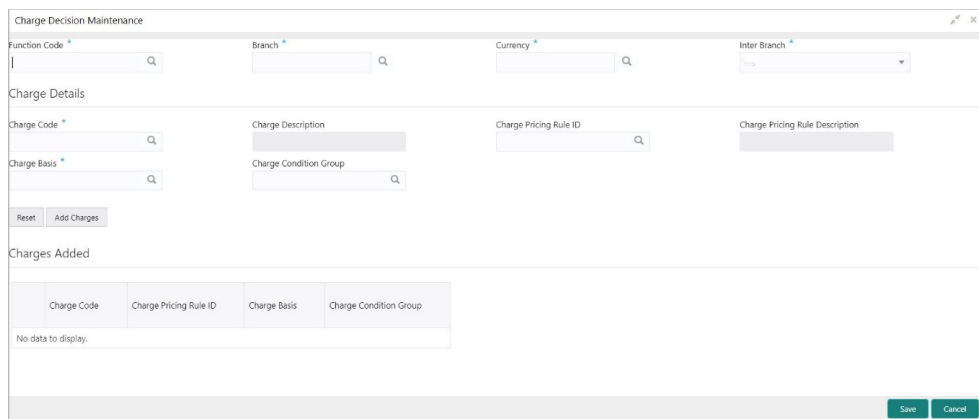
**Figure 20-39 Charge Decision Maintenance (Summary)**



2. Click the  icon.

The **Charge Decision Maintenance** screen is displayed.

**Figure 20-40 Charge Decision Maintenance (New)**



3. On the **Charge Decision Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.


 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-27 Charge Decision Maintenance - Field Description**

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.

Table 20-27 (Cont.) Charge Decision Maintenance - Field Description

Field	Description
<b>Inter Branch</b>	Select the inter-branch requirement from the following drop-down values: <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> <li>• <b>Both</b></li> </ul>
<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 the charge code specified.
<b>Charge Pricing Rule ID</b>	Specify the charge-pricing rule ID. You can also select from the list of values. <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>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 the rule can be used, or a group can be used.</p> </div>
<b>Charge Pricing Rule Description</b>	Displays the description of the charge-pricing rule ID specified.
<b>Charge Basis</b>	Specify the charge basis. You can also select from the list of values.
<b>Charge Condition Group</b>	Specify the charge condition group.
<b>Reset</b>	Click <b>Reset</b> to reset the charges added.
<b>Add Charges</b>	Click <b>Add Charges</b> to add the charge decisions specified.
<b>Charges Added</b>	Displays the details of charge decisions added to the table. Once you add an account to the table, you can click the necessary icon to edit or delete the added entry.

4. Click **Save**.

The summary view is displayed with the configured details of charge decisions.

## 20.22 Charge Decision Enquiry

The **Charge Decision Enquiry** screen is used to inquire about the details of charge definition and charge pricing for the specified search criteria.

To inquire about the charge decision details:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Charge Decision Enquiry** or specify **Charge Decision Enquiry** in the search icon bar and select the screen.


The **Charge Decision Enquiry** summary screen is displayed.

**Figure 20-41 Charge Decision Enquiry**

**Figure 20-42 Charge Definition**

**Figure 20-43 Charge Pricing**

2. On the **Charge Decision Enquiry** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

**Table 20-28 Charge Decision Enquiry - Field Description**

Field	Description
<b>Function Code</b>	Click the search icon and select function code from the list of values.
<b>Branch</b>	Click the search icon and select branch code from the list of values.



Table 20-28 (Cont.) Charge Decision Enquiry - Field Description

Field	Description
<b>Currency</b>	Click the search icon and select currency code from the list of values.
<b>Inter Branch</b>	Select the value for inter-branch from the drop-down list.
<b>Fetch</b>	Click <b>Fetch</b> to fetch the details based on the specified search criteria.
<b>Charge Code</b>	Displays the charge code.
<b>Charge Pricing Rule ID</b>	Displays the charge pricing rule ID.
<b>Charge Basis</b>	Displays the charge basis.
<b>Charge Condition Group</b>	Displays the charge condition group.
<b>Charge Definition</b>	Displays the charge definition details. For information on fields refer to <a href="#">Maintain Charge Definitions</a> .
<b>Charge Pricing</b>	Displays the charge pricing details. For information on fields refer to <a href="#">Create Charge Pricing Maintenance</a> .

## 20.23 Maintain Reject Codes

The **Reject Code Maintenance** screen is used to maintain the reject codes.

The reject codes maintained in this screen are used to reject the cheque withdrawal transactions with the appropriate reject code.

To maintain reject codes:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Reject Code Maintenance** or specify **Reject Code Maintenance** in the search icon bar and select the screen.

The **Reject Code Maintenance** summary screen is displayed.

Figure 20-44 Reject Code Maintenance (Summary)



2. Click the  icon.

The **Reject Code Maintenance** screen is displayed.

**Figure 20-45 Reject Code Maintenance (New)**

3. On the **Reject Code Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-29 Reject Code Maintenance - Field Description**

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 from the following drop-down values: <ul style="list-style-type: none"> <li>• <b>Inward Return</b></li> <li>• <b>Outward Return</b></li> <li>• <b>Both Inward and Outward Return</b></li> <li>• <b>Inhouse Cheques</b></li> </ul>

4. Click **Save**.

The summary view is displayed with the configured details of reject codes.

## 20.24 Maintain Clearing Network Codes

The **Clearing Network** screen is used to maintain the clearing network codes.

To maintain clearing network codes:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Clearing Network** or specify **Clearing Network** in the search icon bar and select the screen.

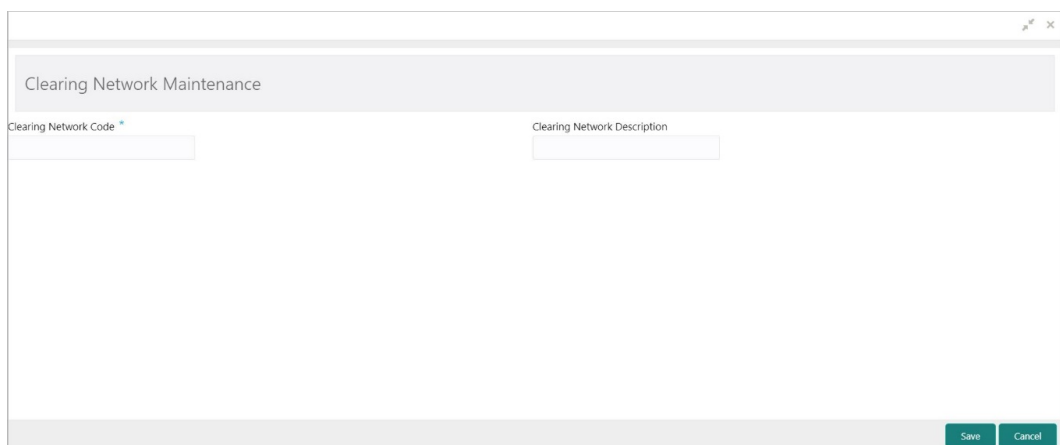
The **Clearing Network** summary screen is displayed.

**Figure 20-46 Clearing Network (Summary)**



- Click the  icon.  
The **Clearing Network Maintenance** screen is displayed.

**Figure 20-47 Clearing Network Maintenance**



- On the **Clearing Network Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-30 Clearing Network Maintenance - Field Description**

Field	Description
<b>Clearing Network Code</b>	Specify the clearing network code.
<b>Clearing Network Description</b>	Specify the description of the clearing network code.

- Click **Save**.  
The summary view is displayed with the configured details of network codes.

## 20.25 Maintain Denomination Variations

The **Denomination Variation Maintenance** screen is used to maintain the denomination-wise variations.

In some countries, the local banking practice is to buy various FX currency denominations with different rates and lower denominations, which becomes a lower rate. This screen helps to apply rates for different denominations.

To maintain denomination variations:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Denomination Variation Maintenance** or specify **Denomination Variation Maintenance** in the search icon bar and select the screen.

The **Denomination Variation Maintenance** summary screen is displayed.

**Figure 20-48 Denomination Variation Maintenance (Summary)**

2. Click the  icon.

The **Denomination Variation Maintenance** screen is displayed.

**Figure 20-49 Denomination Variation Maintenance (New)**

3. On the **Denomination Variation Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-31 Denomination Variation Maintenance - Field Description**

Field	Description
<b>Currency 1</b>	Select the currency from the list of values.
<b>Currency 2</b>	Displays the currency 2.
<b>Maintenance Country</b>	Displays the maintenance country.
<b>Rate Type</b>	Select the rate type from the list of values.
<b>Denomination ID</b>	Select the denomination ID from the list of values.
<b>Buy Variance</b>	Specify the buy variance.
<b>Sell Variance</b>	Specify the sell variance.

4. Click **Save**.

The summary view is displayed with the configured details of denomination-wise variations.

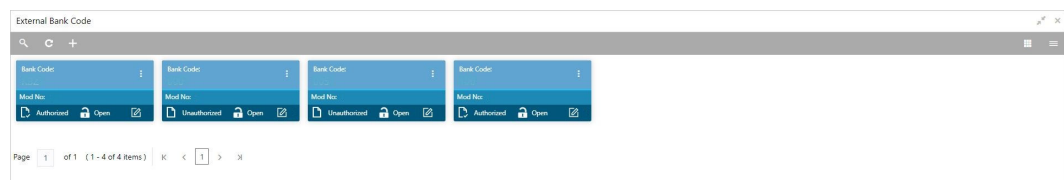
## 20.26 Maintain External Bank Codes

The **External Bank Code** screen is used to maintain the bank codes and branch codes.

To maintain external bank codes:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **External Bank Code** or specify **External Bank Code** in the search icon bar and select the screen.

The **External Bank Code** summary screen is displayed.

**Figure 20-50 External Bank Code (Summary)**

2. Click the  icon.

The **External Bank Code** screen is displayed.

**Figure 20-51 External Bank Code (New)**

3. On the **External Bank Code** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-32 External Bank Code - Field Description**

Field	Description
<b>Bank Code</b>	Specify the bank code.
<b>Bank Name</b>	Specify the name of the bank.
<b>Branch Code</b>	Specify the branch code.
<b>Branch Name</b>	Specify the branch name.
<b>Branch Address 1 to Branch Address 4</b>	Specify the address of the branch.

4. Click **Save**.

The summary view is displayed with the configured details of external bank and branch codes.

## 20.27 Maintain Issuer Codes

The **Issuer Code Maintenance** screen is used to maintain the issuer codes for TC transactions.

To maintain issuer codes:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Issuer Code Maintenance** or specify **Issuer Code Maintenance** in the search icon bar and select the screen.

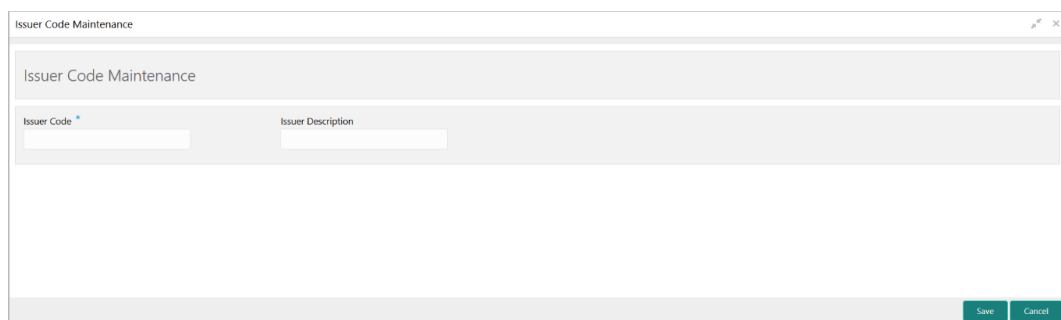
The **Issuer Code Maintenance** summary screen is displayed.

**Figure 20-52 Issuer Code Maintenance (Summary)**



- Click the  icon.  
The **Issuer Code Maintenance** screen is displayed.

**Figure 20-53 Issuer Code Maintenance (New)**



- On the **Issuer Code Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-33 Issuer Code Maintenance - Field Description**

Field	Description
<b>Issuer Code</b>	Specify the issuer code.
<b>Issuer Code Description</b>	Specify the description of the issuer code.

- Click **Save**.  
The summary view is displayed with the configured details of issuer codes.

## 20.28 Maintain Utility Providers

The **Utility Provider Maintenance** screen is used to link the utility provider with a settlement account.

The examples of utility providers are as follows:

- Electricity
- Gas

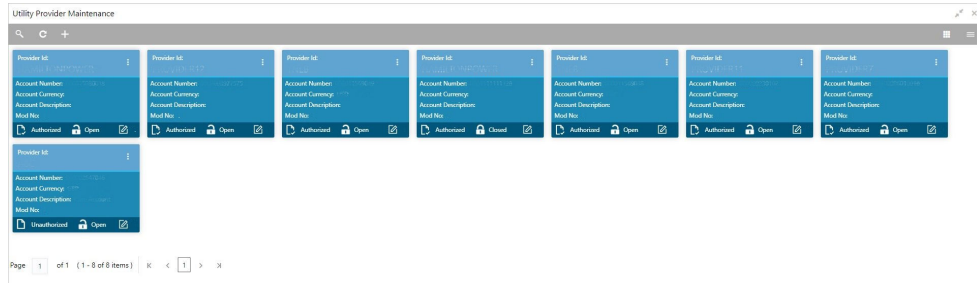
- Water


To maintain utility providers:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Utility Provider Maintenance** or specify **Utility Provider Maintenance** in the search icon bar and select the screen.

The **Utility Provider Maintenance** summary screen is displayed.

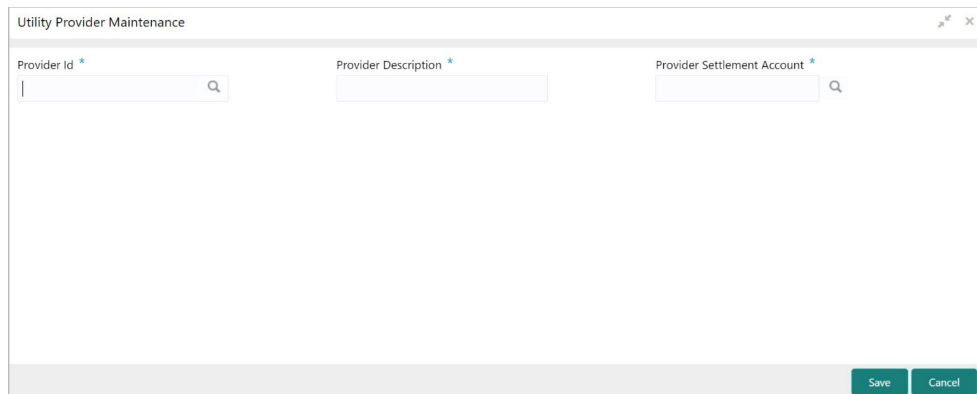
**Figure 20-54 Utility Provider Maintenance (Summary)**



2. Click the  icon.

The **Utility Provider Maintenance** screen is displayed.

**Figure 20-55 Utility Provider Maintenance (New)**



3. On the **Utility Provider Maintenance** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.



**Table 20-34 Utility Provider Maintenance - Field Description**

Field	Description
<b>Provider ID</b>	Click the search icon, and select the provider ID from the list of values.
<b>Provider Description</b>	Specify the description of the utility provider.
<b>Provider Settlement Account</b>	Click the search icon, and select the provider settlement account from the list of values.

4. Click **Save**.

The summary view is displayed with the configured details of utility providers.

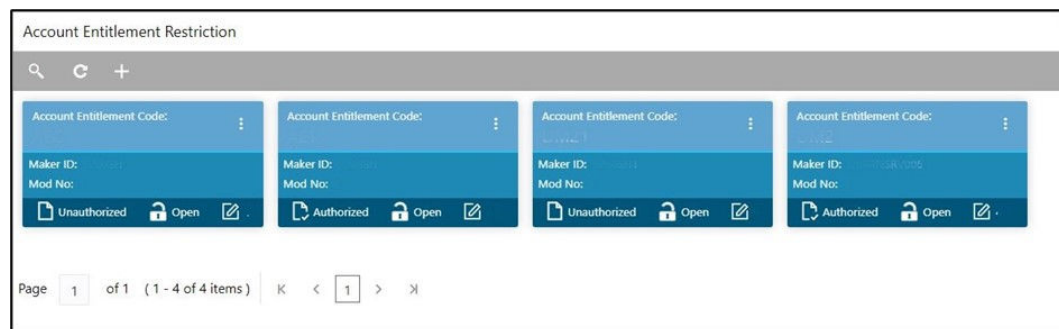
## 20.29 Maintain Account Entitlement Restriction


This screen is used to maintain the Account Entitlement Group by grouping the set of Customer accounts. To process this screen, type **Account Entitlement Restriction** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. On the Homepage, from **Teller** mega menu, under **Branch Maintenance**, click **Account Entitlement Restriction** or specify **Account Entitlement Restriction** in the search icon bar and select the screen.

The **Account Entitlement Restriction** summary screen is displayed.

**Figure 20-56 Account Entitlement Restriction (Summary)**



2. Click the  icon.

The **Account Entitlement Restriction** screen is displayed.

**Figure 20-57 Account Entitlement Restriction (New)**

3. On the **Account Entitlement Restriction** screen, specify the fields. For more information on fields, refer to the field description table.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

**Table 20-35 Account Entitlement Restriction - Field Description**

Field	Description
<b>Account Entitlement Code</b>	Click search icon, and select the account entitlement code from the list of values.
<b>Restriction Type</b>	Select restriction type from the radio list from the following drop-down values: <ul style="list-style-type: none"> <li>• Allowed</li> <li>• Disallowed</li> </ul>
<b>Function Code Details</b>	Specify the fields.
<b>Function Code</b>	Click search icon, and select the function code from the list of values.
<b>Function Code Description</b>	Displays the description of the function code.

4. Click **Save**.

The summary view is displayed with the configured details of utility providers.

# A

## Error Codes and Messages

The error codes and messages that are available for the Oracle Banking Branch application are provided in this appendix. The error codes with the prefix GCS apply only to the maintenance screens, and the remaining error codes apply to all the transaction screens.

**Table A-1 Error Codes and Messages**

Error Code	Message
CLMO-AC-003	Source stage value should be either Y/N not valid
CLMO-AC-017	DatasegmentCode not valid
CLMO-AC-018	DocumentType Code not valid
CLMO-AC-020	Life cycle not valid
CLMO-AC-023	Unable to \$1 Business Process as \$2 data segment has the following dependencies \$3 in lifecycle \$4
CLMO-AC-024	Unable to \$1 Business Process as the mandatory data segments \$2 for the \$3 lifecycle have not been mapped!
CLMO-AC-026	In \$1 stage of \$2 Business Process
CLMO-AC-027	Record already exist with same Lifecycle and Business Product
CLMO-AC-028	At \$1 in \$2 stage of \$3 Business Process
CLMO-AC-029	At \$1 in \$2 stage of \$3 Business Process
CLMO-AC-030	Business Product Code is Invalid
GCS-AUTH-01	Record Successfully Authorized
GCS-AUTH-02	Valid modifications for approval were not sent. Failed to match
GCS-AUTH-03	Maker cannot authorize
GCS-AUTH-04	No valid unauthorized modifications found for approval.
GCS-CLOS-002	Record Successfully Closed
GCS-CLOS-01	Record Already Closed
GCS-CLOS-02	Record Successfully Closed
GCS-CLOS-03	Unauthorized record cannot be closed
GCS-COM-001	Record does not exist
GCS-COM-002	Invalid version sent
GCS-COM-003	Please Send Proper ModNo

**Table A-1 (Cont.) Error Codes and Messages**

<b>Error Code</b>	<b>Message</b>
GCS-COM-004	Please send makerId in the request
GCS-COM-005	Request is Null. Please Resend with Proper Values
GCS-COM-006	Unable to parse JSON
GCS-COM-007	Request Successfully Processed
GCS-COM-008	Modifications should be consecutive.
GCS-COM-009	Resource ID cannot be blank or "null".
GCS-COM-010	You have successfully cancelled \$1.
GCS-COM-011	Argghhh, \$1 failed to update.
GCS-DEL-001	Record deleted successfully
GCS-DEL-002	Record(s) deleted successfully
GCS-DEL-003	Modifications didnt match valid unauthorized modifications that can be deleted for this record
GCS-DEL-004	Send all unauthorized modifications to be deleted for record that is not authorized even once.
GCS-DEL-005	Only Maker of first version of record can delete modifications of record that is not once authorized.
GCS-DEL-006	No valid unauthorized modifications found for deleting
GCS-DEL-007	Failed to delete. Only maker of the modification(s) can delete.
GCS-MOD-001	Closed Record cannot be modified
GCS-MOD-002	Record Successfully Modified
GCS-MOD-003	Record marked for close
GCS-MOD-004	Only maker of the record can modify before once auth
GCS-MOD-005	Not amendable field
GCS-MOD-006	Natural Key cannot be modified
GCS-MOD-007	Psssttt, only the maker can modify the pending records.
GCS-OPEN-01	Teller Batch Record Already Opened
GCS-REOP-003	Successfully Reopened
GCS-REOP-004	Unauthorized record cannot be reopened
GCS-REOP-01	Unauthorized Record cannot be Reopened
GCS-REOP-02	Failed to Reopen the Record

**Table A-1 (Cont.) Error Codes and Messages**

<b>Error Code</b>	<b>Message</b>
GCS-REOP-03	Successfully Reopened
GCS-SAV-001	Record already exists
GCS-SAV-002	Record Saved Successfully.
GCS-SAV-003	Congratulations!! The record is saved and validated successfully.
GCS-SAV-004	Currency Code should be unique
GCS-SAV-005	Min cash holding should be lesser than Max cash holding
GCS-VAL-001	Congratulations!! Your record is successfully validated.
RM_BC_CV_01	Amount Limit Exceeded for Account Number
RM_BC_CV_02	Amount Limit Exceeded for Customer Type
RM_BC_CV_03	Amount Limit Exceeded for Product Class
RM_BC_MA_01	Netting Charges Required Should be (Y/N).
RM_BC_MA_02	Main Leg Accounting Required Should be (Y/N).
RM_BC_MN_01	Invalid function code for till/vault indicator
RM_BC_MN_02	Invalid transaction type for till/vault indicator
RM_BC_OB_08	Please close the previous day batch
RM_BC_OB_09	User is not allowed to open the Teller batch
RM_BC_OB_10	Teller batches should be closed before closing the branch/vault batch
RM_BC_OB_11	Vault batch should be closed before closing the branch batch
RM_BC_TB_10	Teller batch is already opened
RM_BC_TB_11	Teller batch is already closed
RM_BC_VA_01	Supervisor Id is not present for manual assignment.
RM_CS_BC_01	Invalid Instrument No
RM_CS_BC_02	Instrument is already in Used status
RM_CS_BC_03	Instrument is not in INIT status to Print/ Reprint
RM_CS_BC_04	Instrument Number Already Liquidate
RM_CS_DD_04	Incorrect DD details
RM_CT_AC_03	Account Type mismatch.... Exception Occured
RM_CT_AC_04	Invalid Account Number
RM_CT_AC_06	Both Account cannot be Customer Accounts

**Table A-1 (Cont.) Error Codes and Messages**

<b>Error Code</b>	<b>Message</b>
RM-IN-TX-01	Payments Service is not Reachable
RM_TR_EX_01	Unhandled Exception Occured
RM_TX_CX_01	Authorization required for Charge Amendment.
RM_TX_EX_01	Authorization required for inter branch Transaction.
RM-AD-EC-01	Failed in ECA
RM-AD-HH-01	Failed in Host Handoff
RM-AD-PM-03	Failed in payment
RM-AD-UB-01	Failed in DDA system
RM-AD-VM-01	Invalid Account Number
RM-AD-VM-02	VAM Service is down
RM-BC-AC-01	Failed in Accounting
RM-BC-BP-01	Please Enter the entire Branch Parameter Detail values
RM-BC-CH-01	Minimum Charge Greeater Than Maximum Charge
RM-BC-CH-02	Please Enter the proper charge code
RM-BC-CH-03	Charge Fields Cannot be empty
RM-BC-CH-04	Please Enter Mininum and Maximum Charges
RM-BC-CP-03	Function code should not be empty
RM-BC-EJ-01	Record Not Found
RM-BC-EJ-02	Record Updation Failed..
RM-BC-EX-01	Unhandled Exception Occured
RM-BC-EX-02	Transaction Timed Out
RM-BC-EX-03	Unhandled Exception Occured
RM-BC-ML-01	Email Account not Valid
RM-BC-OB-01	Branch batch is already open for the current date
RM-BC-OB-02	Branch batch can be opened only by supervisor
RM-BC-OB-03	Vault batch is open for the current or previous date
RM-BC-OB-04	User does not have rights to access this screen
RM-BC-OB-05	Teller batch is open for the current or previous date
RM-BC-OB-06	Please complete the pending transactions in the Electronic Journal log
RM-BC-OB-07	Branch batch is not opened
RM-BC-OB-08	Please close the previous day batch

**Table A-1 (Cont.) Error Codes and Messages**

<b>Error Code</b>	<b>Message</b>
RM-BC-OB-10	Teller batches should be closed before closing the branch/vault batch
RM-BC-OB-11	Vault batch should be closed before closing the branch batch
RM-BC-OB-16	Teller batch is closed
RM-BC-OB-17	Teller batch is not opened for the user
RM-BC-OB-18	Teller batch is already open
RM-BC-OB-19	Teller batch is closed
RM-BC-OB-20	Invalid Currency Code
RM-BC-OB-21	Authlimit Breached
RM-BC-OB-22	Transaction limit breached at role level
RM-BC-OB-23	Wrong token
RM-BC-OB-24	Branch batch is already closed
RM-BC-OB-25	Vault batch is already closed
RM-BC-OB-26	User is not allowed to open/close the teller batch
RM-BC-OB-27	Vault batch is not opened
RM-BC-OB-29	Please maintain denomination tracking in Branch Parameter
RM-BC-OB-30	Denomination Amount is not equal to transaction amount
RM-BC-OB-31	Insufficient Amount available in Till/Vault
RM-BC-OB-32	Logged in user ID and Teller Id cannot be same
RM-BC-OB-33	Invalid Input TellerId
RM-BC-OB-34	Current Denomination balance is less than zero for \$1
RM-BC-PM-01	Record Successfully Updated
RM-BC-RT-01	Failed in getting the exchange rate
RM-BC-RT-02	Failed to fetch Branch Accounting Tags
RM-BC-TF-01	User not Verified Signature
RM-BC-TF-02	Transaction involves Inter Bank Accounts
RM-BC-TF-03	Default Charge Amount was modified
RM-BC-TF-04	Default Exchange Rate was modified
RM-BC-TF-05	Amount exceeds limit for this transaction
RM-BC-TF-06	Authorisation required. Amount exceeds limit for the transaction

**Table A-1 (Cont.) Error Codes and Messages**

<b>Error Code</b>	<b>Message</b>
RM-BC-TF-07	Transaction & Electronic Journal ID needs to be Enter..
RM-BC-TF-08	Invalid Txn_Ref_Number found for given EJId
RM-BC-TR-07	Invalid Input!!
RM-BC-UL-01	User Limit Transaction Amount breached
RM-BC-UL-02	Authorizer Limit Transaction Amount breached
RM-BC-UL-03	User Limit Holding Minimum Amount breached
RM-BC-UL-04	User Limit Holding Maximum Amount breached
RM-BC-UP-01	Amount exceeds limit for this transaction
RM-BC-UP-02	Minimum charge amount should be applied
RM-BC-UP-03	Amount exceeds limit for this transaction
RM-BC-UP-04	Authorisation amount breached.
RM-BC-UP-05	Till maximum balance breached
RM-BC-UP-06	Till minimum balance breached
RM-BC-UP-07	Authoriser role limit breached
RM-BC-UP-08	Teller role limit breached
RM-BC-UP-09	Transaction requires approval.
RM-BC-UR-01	Submit URL not maintained
RM-BC-VA-01	Till open
RM-BC-VA-02	Vault1 open
RM-BC-VA-03	Pending txn
RM-BC-VA-10	Invalid Status
RM-BC-XR-01	Exchange not Maintained
RM-BC-XT-01	Failed in getting the exchange rate
RM-CH-LM-01	Channel limit not found for Account class group
RM-CH-LM-02	Channel limit details not found
RM-CH-LM-03	Channel limit details found for transaction currency
RM-CH-LM-04	Number of Withdrawal breached
RM-CH-LM-05	Withdrawal Limit breached
RM-CM-OR-001	Failed to initiate.
RM-CM-OR-002	Transaction is successfully initiated.
RM-CM-OR-003	Invalid action
RM-CM-OR-004	\$1 is not submitted
RM-CM-OR-005	Cannot proceed with submit as the action is not initiated.



**Table A-1 (Cont.) Error Codes and Messages**

<b>Error Code</b>	<b>Message</b>
RM-CM-OR-006	Cannot proceed with submit as the information is incomplete.
RM-CM-OR-007	Failed to submit.
RM-CM-OR-008	Record successfully submitted.
RM-CM-OR-009	\$1 is in-progress
RM-CM-OR-010	Aw, snap! An unexpected exception occurred, try again.
RM-CM-OR-011	Invalid request.
RM-CM-OR-012	Cannot proceed with submit as the action is not initiated.
RM-CM-OR-013	Cannot find the provided information.
RM-CM-OR-014	Record is not yet submitted by \$1
RM-CM-OR-015	Record already unlocked by \$1.
RM-CS-OB-01	Invalid denomination found
RM-CS-OB-02	Invalid denomination found for given currency or denomination type
RM-CS-OB-03	Transaction Number Already Exist
RM-CS-OB-04	Data Not Found
RM-CS-OB-05	Amount mismatch
RM-CS-OB-50	SanctionRefNo is already Present.
RM-CS-TF-07	MinCash exceeds the MaxCash Value
RM-CT-AC-01	Charges are not maintained
RM-CT-AC-02	Charges should not be maintained
RM-CT-AC-04	Failed to get the account
RM-EX-CS-01	User is an Invalid User.
RM-EX-CS-02	Account number is invalid.
RM-EX-CS-03	Source Reference Number Already Present
RM-EX-CS-05	NegotiatedExchangeRate is not provided
RM-EX-CS-06	NegotiationReferenceNumber is not provided
RM-EX-PY-05	NegotiatedExchangeRate is not provided
RM-EX-PY-06	NegotiationReferenceNumber is not provided
RM-PA-EQ-01	Record not Found.
RM-PY-AC-01	From account and to account are same
RM-PY-AC-02	Account number not entered for field \$1
RM-PY-BC-01	Bank code or bank BIC code not entered
RM-PY-BC-02	Please enter either bank code or bank BIC code

**Table A-1 (Cont.) Error Codes and Messages**

<b>Error Code</b>	<b>Message</b>
RM-PY-CL-01	Payee account and drawer account are same
RM-PY-CL-02	Drawer account number and instrument number combination are same
RM-PY-CL-03	Invalid Batch Number
RM-PY-CR-01	Remittance number not found
RM-PY-CR-02	Remittance number is already issued/used
RM-PY-CR-03	Please provide Remittance number/Test Key number
RM-PY-CR-04	Invalid Remittance number/Test Key number
RM-PY-CR-05	Remittance numbers are not maintained
RM-PY-CR-06	Maintained remittance numbers are all USED ones
RM-PY-IN-01	Instrument details not found
RM-TD-SL-01	No Maintenance found for Term Deposit opening
RM-TD-SL-02	Offset GL account not found
RM-TN-RV-02	The transaction Status should be pending
RM-TR-EX-01	Unhandled Exception Occured
RM-TS-TB-10	Teller batch not opened yet
RM-TX-BE-01	Unhandled Exception Occured
RM-TX-CA-01	Charge amount limit Breached from Min Max Amount
RM-TX-CA-02	Charge amount limit Breached from Min Max Percentage
RM-TX-CC-01	Add provided Currency to the Till
RM-TX-ET-01	Session should be Opened before closing.
RM-TX-ET-02	Amount \$1 \$2 has to be given by the customer.
RM-TX-ET-03	Amount \$1 \$2 has to be given to the customer.
RM-TX-ET-04	The incoming cash amount in the session is exceeding by \$1 \$2.Do you want to proceed.
RM-TX-ET-05	Open Teller Sessions are present. Cannot proceed with the operation.
RM-TX-ET-06	Teller Session Transactions not completed.Cannot proceed with the operation.
RM-TX-EX-01	Unhandled Exception Occured
RM-TX-HH-01	Failed in Host Handoff
RM-TX-LC-01	Transaction is locked
RM-TX-LI-00	Amount exceeds the limit of transaction.
RM-TX-NL-01	Unhandled Exception Occured

**Table A-1 (Cont.) Error Codes and Messages**

<b>Error Code</b>	<b>Message</b>
RM-TX-OC-01	Branch Info not available
RM-TX-OC-02	Function Code definition not maintained
RM-TX-OC-03	Function Code preferences not maintained
RM-TX-OC-04	Branch Parameter maintenance not found
RM-TX-OC-05	User preferences not maintained
RM-TX-OC-06	Default authorizer not maintained for the user
RM-TX-OC-07	Function Indicator entry not found
RM-TX-OC-08	Record status is null in Function Code Definition Screen
RM-TX-OC-09	Record status is closed in Function Code Definition Screen
RM-TX-OC-10	Record status is null in User Preferences Screen
RM-TX-OC-11	Record status is closed in User Preferences Screen
RM-TX-OC-12	Record status is null in Function Code Preferences Screen
RM-TX-OC-13	Record status is closed in Function Code Preferences Screen
RM-TX-PM-01	Transaction status is pending, waiting for the notification from payment system
RM-TX-PM-03	Failed in payment system
RM-TX-RV-01	The transaction Status should be completed
RM-TX-RV-02	Only maker can reverse the transaction
RM-TX-RV-03	Authorization required for reversal
RM-TX-RV-04	Minimum teller branch ccy holding limit breached
RM-TX-RV-05	Maximum teller branch ccy holding limit breached
RM-TX-SL-01	Unhandled Exception Occured
RM-TX-ST-01	The incoming cash amount in the session is exceeding by \$1.Do you want to proceed.
RM-TX-ST-02	Total inflow cash amount remaining after this transaction is \$1.
RM-TX-ST-03	Another open session in progress for the entered Customer No
RM-TX-ST-04	Another open session in progress for the Teller
RM-TX-ST-05	Teller session needs to be opened to perform this transaction.

**Table A-1 (Cont.) Error Codes and Messages**

<b>Error Code</b>	<b>Message</b>
RM-TX-ST-06	This transaction is not allowed inside the teller session
RM-TX-TO-01	Unhandled Exception Occured
RPM-AC-003	Source stage value should be either Y/N not valid
RPM-AC-017	DatasegmentCode not valid
RPM-AC-018	DocumentType Code not valid
RPM-AC-020	Life cycle not valid
RPM-AC-023	Unable to \$1 Business Process as \$2 data segment has the following dependencies \$3 in lifecycle \$4
RPM-AC-024	Unable to \$1 Business Process as the mandatory data segments \$2 for the \$3 lifecycle have not been mapped!
RPM-AC-026	In \$1 stage of \$2 Business Process
RPM-AC-027	Record already exist with same Lifecycle and Business Product
RPM-AC-028	At \$1 in \$2 stage of \$3 Business Process
RPM-AC-029	At \$1 in \$2 stage of \$3 Business Process
RPM-AC-030	Business Product Code is Invalid
RT-F23-001	Error. Enter at least one row in Payment Data Details
RT-F23-002	Error. Cannot enter more than eight records in Payment Data Details
RT-F23-006	Error. Mandatory Field Payment Type Cannot be Null.
RT-F23-007	Error. Fiscal Code has to be 11 or 16 character long.
RT-F23-008	Error. Fiscal code does not meet checksum algorithm validations
RT-F23-017	Error. Enter at least one field in either Reference Number Available or Reference Number Not Available.
RT-F23-019	Error. Both Reference Number and Primary fiscal code cannot be null.
RT-F23-020	Invalid character entered for Tax Code
RT-F24-099	Payment Amount Cannot be Zero/Negative
RT-F24-101	Payment amount should not Be Blank
RT-F24-114	Principal fiscal code is mandatory
UBS-BC-UB-01	No More Payments

**Table A-1 (Cont.) Error Codes and Messages**

Error Code	Message
UBS-BC-UB-02	Invalid Settlement Account for the Contract

# B

## List of Function Codes

The list of function codes and their respective names for all the transaction screens of the Oracle Banking Branch application are provided in this appendix.

**Table B-1 List of Function Codes**

Function Code	Screen Name
0006	Account to Account Transfer
0007	In-House Cheque Deposit
1000	Miscellaneous Transfer
1001	Cash Withdrawal
1002	Cash Withdrawal (Teller Session)
1005	Miscellaneous GL Transfer
1008	Miscellaneous Customer Debit
1009	TC Sale Against Account
1010	BC Issue Against Account
1013	Cheque Withdrawal
1014	DD Issue Against Account
1025	Bill Payment by Cash
1060	Miscellaneous GL Debit
1075	Bill Payment by Account
1320	Close-out Withdrawal by Account
1321	Close-out Withdrawal by Cash
1401	Cash Deposit
1403	Cash Deposit (Teller Session)
1404	Domestic Transfer Against Account
1405	Domestic Transfer Against Walk-in
1406	International Transfer Against Account
1407	International Transfer Against Walk-in
1408	Miscellaneous Customer Credit
1409	Interbranch Transaction Request
1410	Interbranch Transaction Input
1411	Interbranch Liquidation Input
1412	TC Purchase Against Account
1421	RD Payment by Cash
1460	Miscellaneous GL Credit
1461	Credit Card Advance by Cash

**Table B-1 (Cont.) List of Function Codes**

<b>Function Code</b>	<b>Screen Name</b>
1462	Credit Card Advance by Transfer
1471	Credit Card Payment by Cash
1472	Credit Card Payment
1472CA	Credit Card Payment by Account
1472CG	Credit Card Payment by Clearing Cheque
3401	Safe Deposit Rental by Cash
5001	Loan Disbursement by Cash
5401	Loan Repayment by Cash
5402	Murabaha Payment by Cash
5403	Islamic Down Payment by Cash
5404	Loan Repayment by Cash (Teller Session)
5555	Inward Clearing Data Entry
6001	Open Branch Batch
6002	Close Branch Batch
6005	Electronic Journal
6501	Cheque Deposit (Account)
6514	Outward Clearing Data Entry
6520	Cheque Deposit (GL)
6560	Cheque Return
7001	Open Vault Batch
7002	Close Vault Batch
7005	Servicing Journal
7010	Passbook Update
7011	Passbook Reprint
7030	Passbook Issue
7031	Passbook Status Change
7040	Teller Total Position
7551	Book Shortage
7552	Book Overage
7787	Multi BC Issuance (Account)
7788	Multi BC Issuance (Cash)
8003	TC Purchase Against Walk-in
8004	FX Purchase Against Walk-in
8008	FX Purchase Against Walk-in (Teller Session)
8203	FX Sale Against Walk-in
8204	FX Sale Against Walk-in (Teller Session)
8205	TC Sale Against GL

**Table B-1 (Cont.) List of Function Codes**

<b>Function Code</b>	<b>Screen Name</b>
8206	FX Sale Against Account
8207	FX Purchase against Account
8222	TC Sale Against Walk-in
8301	BC Issue Against Walk-in
8302	BC Issue Against GL
8305	DD Issue Against Walk-in
8306	DD Issue Against GL
8316	Cash Remittance Issue (Cash)
8317	Cash Remittance Issue (GL)
8318	Cash Remittance Issue (Account)
8319	Cash Remittance Operations (Inquiry)
8320	Cash Remittance Operations (Payment – Account)
8321	Cash Remittance Operations (Payment – Cash)
8322	Cash Remittance Operations (Payment – GL)
8324	Cash Remittance Operations (Refund – Account)
8325	Cash Remittance Operations (Refund – Cash)
8326	Cash Remittance Operations (Refund – GL)
8327	Cash Remittance Operations (Cancel – Account)
8328	Cash Remittance Operations (Cancel – Cash)
8329	Cash Remittance Operations (Cancel – GL)
8330	Inward Cash Remittance
8450	DD Operations
8550	BC Operations
9001	Open Teller Batch
9002	Close Teller Batch
9005	Buy Cash from Till
9006	Sell Cash to Till
9007	Buy Cash from Vault
9008	Sell Cash to Vault
9009	Buy Cash from Currency Chest
9010	Sell Cash to Currency Chest
9011	Buy TC From Agent
9012	Current Open Tills
9015	Buy TC From HO
9016	Return TC to HO
9017	Buy TC From Vault
9018	Return TC to Vault



**Table B-1 (Cont.) List of Function Codes**

<b>Function Code</b>	<b>Screen Name</b>
9020	View Available TC with Vault
9401	Start Teller Session
9402	Stop Teller Session
AADU	Account Address Update
ACBL	Account Balance Inquiry
ACST	Account Statement Request
BCRP	BC Print-Reprint
CADU	Customer Address Update
CCTU	Customer Contact Details Update
CDBK	Stop Card
CQIN	Cheque Status Inquiry
CQRQ	Cheque Book Request
CQSC	Cheque Book Status Change
CQST	Stop Cheque Request
DDRP	DD Print-Reprint
DNEX	Denomination Exchange
F23A	F23 Tax Payment by Account
F23C	F23C Tax Payment by Cash
F24A	F24 Tax Payment by Account
F24C	F24C Tax Payment by Cash
REAN	Reassign Transactions
TDI1	Islamic TD Account Opening
TDO1	TD Account Opening
TDR1	TD Redemption Against Cash
TDR2	TD Redemption Against Account
TDT1	TD Top-Up Against Cash
TDT2	TD Top-Up Against Account
TVQB	Branch Breaching Limits
TVQR	Till Vault Position

# C

## Advices

The formats of various advices that are available for the Oracle Banking Branch application are provided in this appendix.

### Topics

- [Account Transfer](#)
- [Cash Deposit](#)
- [Cash Withdrawal](#)
- [Cheque Deposit](#)
- [Cheque Withdrawal](#)
- [DD Issue Against Account](#)
- [Domestic Transfer Against Account](#)

### Account Transfer

The advice format for Account Transfer transactions is given below:

#### TRANSACTION RECEIPT

txnDate                    txnBranchCode, Clinton Branch  
Receipt # txnRefNumber

-----  
Transaction                : functionCodeDesc  
Sequence Number            : tellerSeqNumber  
From Account Number        : fromAccountNumber  
To Account Number          : toAccountNumber  
Amount                     : toAccountAmt toAccountCcy  
Commission Charges         : totalCharges toAccountCcy  
Narrative                  : narrative  
Teller ID                  : userId  
-----

(This slip do not require signature)

### Cash Deposit

The advice format for Cash Deposit transactions is given below:

#### TRANSACTION RECEIPT

txnDate                    txnBranchCode, Clinton Branch  
Receipt # txnRefNumber

-----  
Transaction                : functionCodeDesc  
Sequence Number            : tellerSeqNumber  
Account Number             : toAccountNumber

Amount : toAccountAmt toAccountCcy  
 Narrative : narrative  
 Teller ID : userId  
 Total Charges : totalCharges toAccountCcy

chargeCode	chargeCcy	chargeAmt
F chargeCode	chargeCcy	chargeAmt E

-----

Teller Officer/Manager

### Cash Withdrawal

The advice format for Cash Withdrawal transactions is given below:

#### TRANSACTION RECEIPT

txnDate txnBranchCode, Clinton Branch  
 Receipt # txnRefNumber

-----

Transaction : functionCodeDesc  
 Sequence Number : tellerSeqNumber  
 Account Number : fromAccountNumber  
 Amount : fromAccountAmt fromAccountCcy  
 Commission Charges : totalCharges fromAccountCcy  
 Narrative : narrative  
 Teller ID : userId

-----

chargeAmt	chargeCcy	chargeCode
F chargeAmt	chargeCcy	chargeCode E

Teller Officer/Manager

### Cheque Deposit

The advice format for Cheque Deposit transactions is given below:

#### TRANSACTION RECEIPT

Receipt #txnRefNumber

-----

txnDate txnBranchCode, Clinton Branch

-----

Transaction : functionCodeDesc  
 Sequence Number : tellerSeqNumber  
 Account Number : toAccountNumber  
 Cheque Number : chequeNumber

```

Routing Number      : routingNo
Amount              : toAccountAmt toAccountCcy
Commission Charges  : totalCharge toAccountCcy
Narrative           : narrative
Teller ID           : userId

```

```
-----
Teller                                     Officer/Manager

```

### **Cheque Withdrawal**

The advice format for Cheque Withdrawal transactions is given below:

#### **TRANSACTION RECEIPT**

```

txnDate            txnBranchCode, Clinton Branch
Receipt # txnRefNumber

```

```
-----
Transaction        : functionCodeDesc
Sequence Number    : tellerSeqNumber
Account Number     : fromAccountNumber
Amount             : fromAccountAmt fromAccountCcy
Commission Charges : totalCharges fromAccountCcy
Narrative          : narrative
Teller ID          : tellerId

```

```
-----
Teller                                     Officer/Manager

```

### **DD Issue Against Account**

The advice format for DD Issue Against Account transactions is given below:

#### **TRANSACTION RECEIPT**

```

txnDate            txnBrnCode, Clinton Branch
Receipt # txnRefNo

```

```
-----
Transaction        : functionCodeDesc
Sequence Number    : tellerSeqNumber
Account Number     : fromAccNo
In favour of       : payeeName
Amount             : fromAccAmt fromAccCcy
Commission Charges : totalCharges fromAccountCcy
Narrative          : narrative
Teller ID          : userId

```

```
-----
(This slip do not require signature)

```

### **Domestic Transfer Against Account**

The advice format for Domestic Transfer Against Account transactions is given below:

#### **TRANSACTION RECEIPT**

```

txnDate            txnBranchCode, Clinton Branch

```

---

Receipt # txnRefNumber

-----  
Transaction : functionCodeDesc  
Sequence Number : txnSeqNumber  
Account Number : fromAccountNumber  
Beneficiary Bank : bankDesc  
Beneficiary Name : txnCustomer  
Clearing Type : FEDWIRE  
Transfer Amount : fromAccountAmt fromAccountCcy  
Commission Charges : totalCharges fromAccountCcy  
Narrative : narrative  
Teller ID : userId  
-----

(This slip do not require signature)

# D

## Order of Replacing Parameters with Wild Card Entries

The order of replacing parameters with wild card entries is required for the Accounting and Settlements Definition and Charge Decision Maintenance.

**Table D-1 Order for Accounting and Settlements Definition**

Function Code	Branch	Currency
Function Code	Txn Branch	Txn Currency
Function Code	*.*	Txn Currency
Function Code	Txn Branch	*.*
Function Code	*.*	*.*

**Table D-2 Order for Charge Pickup**

Function Code	Txn Branch	Txn Currency	Inter Branch
Function Code	Txn Branch	Txn Currency	Y
Function Code	Txn Branch	Txn Currency	N
Function Code	*.*	Txn Currency	Y
Function Code	*.*	Txn Currency	N
Function Code	Txn Branch	*.*	Y
Function Code	Txn Branch	*.*	N

**Table D-3 Order for Charge Group**

Parameter1	Parameter2	Parameter3	Parameter4	Parameter5
Parameter1	Parameter2	Parameter3	Parameter4	Parameter5
Parameter1	Parameter2	Parameter3	Parameter4	*.*
Parameter1	Parameter2	Parameter3	*.*	Parameter5
Parameter1	Parameter2	*.*	Parameter4	Parameter5
Parameter1	*.*	Parameter3	Parameter4	Parameter5
*.*	Parameter2	Parameter3	Parameter4	Parameter5
*.*	*.*	Parameter3	Parameter4	Parameter5
Parameter1	*.*	*.*	Parameter4	Parameter5
Parameter1	Parameter2	*.*	*.*	Parameter5
Parameter1	Parameter2	Parameter3	*.*	*.*
Parameter1	Parameter2	*.*	*.*	*.*

Table D-3 (Cont.) Order for Charge Group

Parameter1	Parameter2	Parameter3	Parameter4	Parameter5
Parameter1	*. *	*. *	*. *	Parameter5
*. *	*. *	*. *	Parameter4	Parameter5
*. *	*. *	*. *	*. *	Parameter5
Parameter1	*. *	*. *	*. *	*. *
*. *	*. *	*. *	*. *	*. *

# E

## Static Maintenance Parameters

The descriptions for the column names of the significant parameters in the static maintenance tables are provided in this appendix. If required, the user needs to modify these parameters in the respective static maintenance tables.

**Table E-1 Columns in SRV\_TM\_BC\_FUNCTION\_INDICATOR Table**



Column Name	Description
<i>CROSS_CCY_ENABLED</i>	<p>This column indicates whether the cross-currency is allowed for a transaction or not. The user can modify this flag to enable/disable the cross-currency configuration. Possible values are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> – Yes</li> <li>• <b>N</b> – No</li> </ul> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>When the value is set to <b>N</b>, the <b>Exchange Rate</b> fields will be hidden.</p> </div>
<i>DENOM_VARIANCE</i>	<p>This column indicates the applicability of denomination variance. The user can modify this flag to enable/disable the denomination variance. Possible values are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> – Yes</li> <li>• <b>N</b> – No</li> </ul> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This flag applies only to the function codes – 8004, 8203, 8206, and 8207.</p> </div>
<i>IS_NEGOTIATED_RATE_ENABLED</i>	<p>This column indicates whether the <b>Negotiated Exchange Rate</b> field is required on the screen or not. The user can modify this flag to enable/disable the <b>Negotiated Exchange Rate</b> for a specified screen. Possible values are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> – Yes</li> <li>• <b>N</b> – No</li> </ul>
<i>IS_REVERSAL_SUPP</i>	<p>This column indicates whether the transaction reversal is supported or not. The user can modify this flag to enable/disable the reversal for a particular transaction. Possible values are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> – Yes</li> <li>• <b>N</b> – No</li> </ul>



Table E-1 (Cont.) Columns in SRV\_TM\_BC\_FUNCTION\_INDICATOR Table

Column Name	Description
<i>IS_TELLER_SEQ_REQ</i>	This column indicates whether the Teller Sequence Number generation is required or not. The user can modify this flag to enable/disable the Teller Sequence Number generation for a particular transaction. Possible values are as follows: <ul style="list-style-type: none"> <li>• <b>Y</b> – Yes</li> <li>• <b>N</b> – No</li> </ul>
<i>IS_TOT_CHARGES_REQ</i>	This column indicates whether the <b>Total Charges</b> field is required on the screen or not. The user can modify this flag to enable/disable the <b>Total Charges</b> for a particular transaction. Possible values are as follows: <ul style="list-style-type: none"> <li>• <b>Y</b> – Yes</li> <li>• <b>N</b> – No</li> </ul>

Table E-2 Columns in SRV\_TB\_BC\_ARCHIVAL Table

Column Name	Description
<i>ARCHIVAL_DAYS</i>	This column indicates the number of days required for the archival. The user can modify this flag to update the number of days.
<i>BRANCH_CODE</i>	This column indicates the Branch Code, based on which the lookup of Archival details will happen. It refers to the branch in which the archival will happen. The user can modify this flag to update the Branch Code.

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