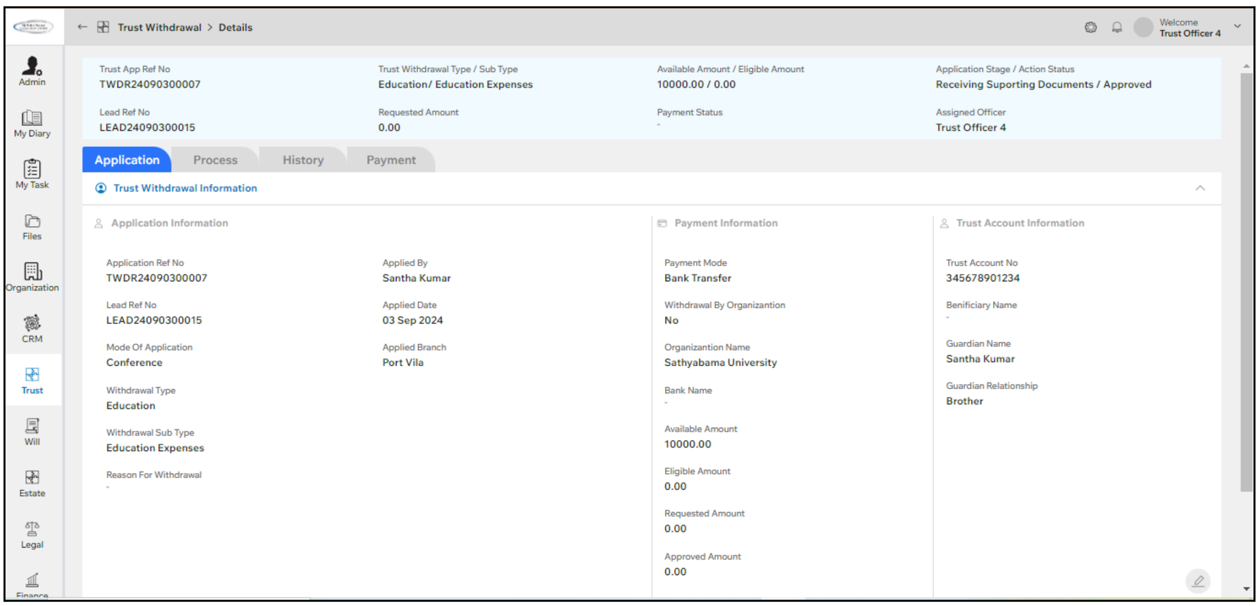
Trust Withdrawal Detail

User Roles: Trust Officer , Manager , Registrar Clerk, Accounts Officer

Overview:
This screen allows you to view, create, and process Trust Withdrawal. The system will display the Trust Withdrawal's parent details in the header.



User : Trust Officer

Application Tab:

This section contains details such as Application Information, Payment Information and Trust Account Information.

Trust Information

Application Information :

- ➢ System will display the **Trust Information** under **Application Information** following details: Application Ref No , Lead Ref No , Mode of Application , Withdrawal Type , Withdrawal Sub Type , Reason for Withdrawal , Applied By , Applied Date , Applied Branch.

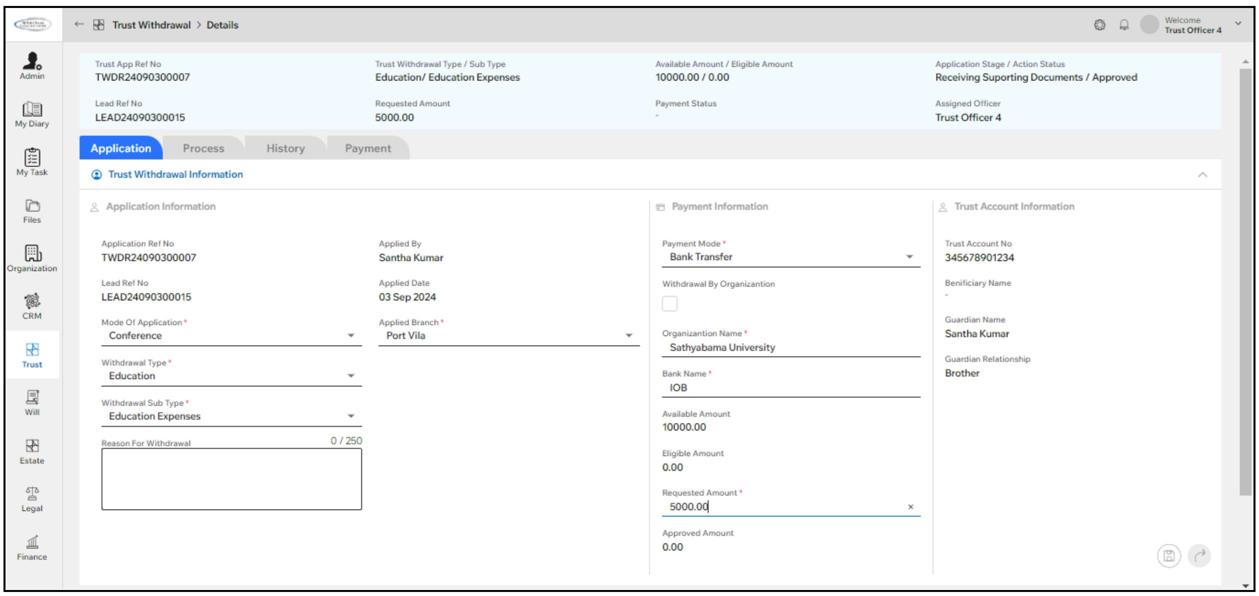
Payment Information :

➢ System will display the **Trust Information** under **Payment Information** following details: Payment Mode , Withdrawal By Organization , Bank Name , Available Amount , Eligible Amount , Requested Amount , Approved Amount.

Trust Account Information :

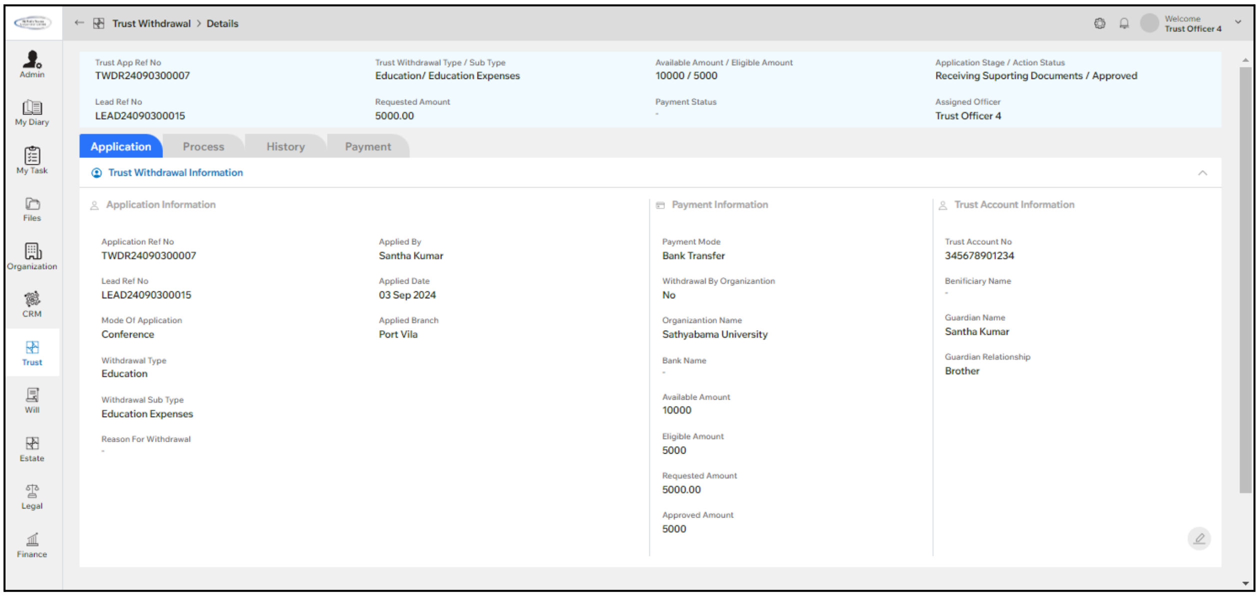
➢ System will display the **Trust Information** under **Trust Account Information** following details: Trust Account No , Beneficiary Name , Guardian Name , Guardian Relationship.

➢ Click the edit button to update the details of "Application Information , Payment Information , Trust Account Information".



➢ Enter the Bank Name , Requested Amount and click the **Save** button to display saved details.

➢ Click the **Refresh** button to refresh all the entered previous values.



Process Tab:

User : Trust Officer

This section contains details such as the process to complete the creation of the application.

Select the Process to navigate to the Process Tab.

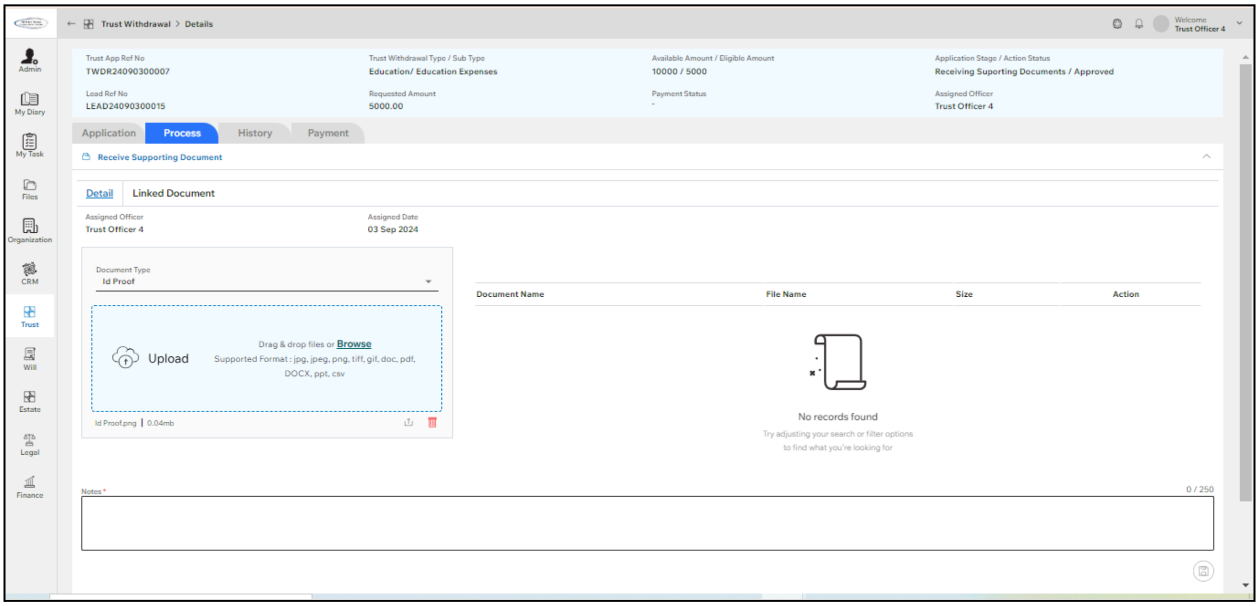
Receive Supporting Document

Linked Documents:

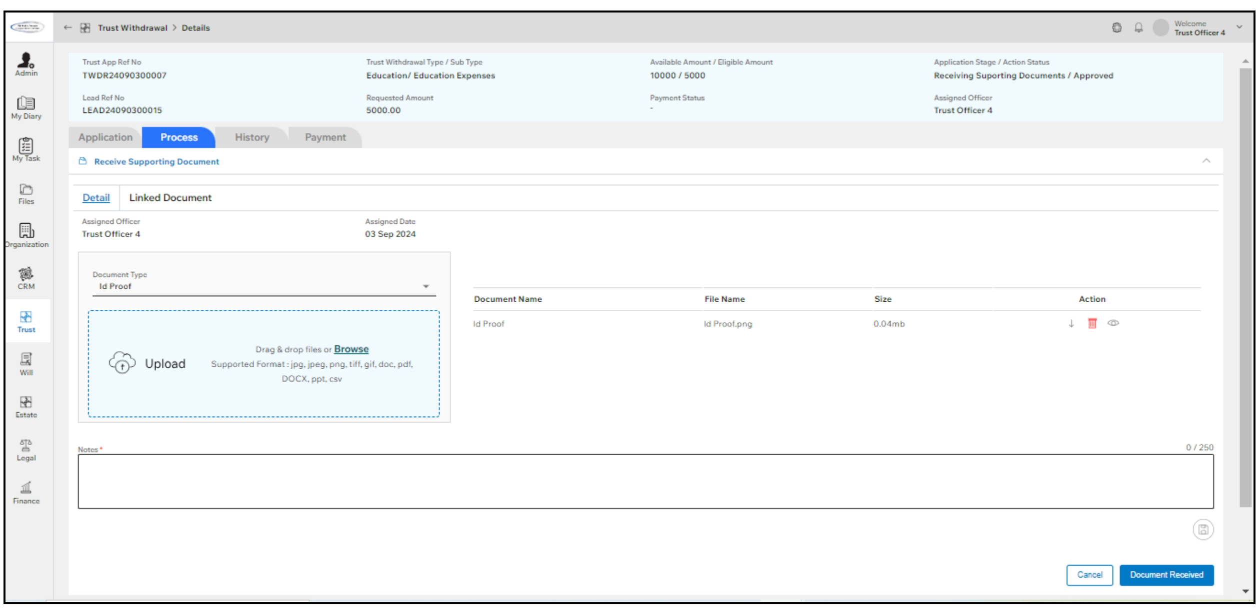
- ➢ In this tab, the documents needed from the client are displayed.
- ➢ The Trust Officer can download and view these documents as necessary.

Detail:

1. Click the Detail Tab and display the following fields under **"Assigned Officer"** name and "**Assigned Date"**.
2. Click and Select the "**Document Type"** from the Document Type Drop-down List.
3. Click Browse or Drag & drop option to upload the document for selected Document Type.
4. Click the "**Upload**" button near the delete button.
5. Click the "**Delete**" button to delete the selected document.



6. Once Uploaded,the Document will display in a grid with Document Name , File Name , Size , Action.
7. Click the Download button symbol under the Action field to download the uploaded document.
8. Click the **Delete** button symbol under the Action field to delete the uploaded document.
9. Click the **Eye** button symbol under the Action field to view the uploaded document.
10. Enter **Notes** and click the **Save** button.



11. Click the “**Document Received”** button to move to the next process.

Verify Document

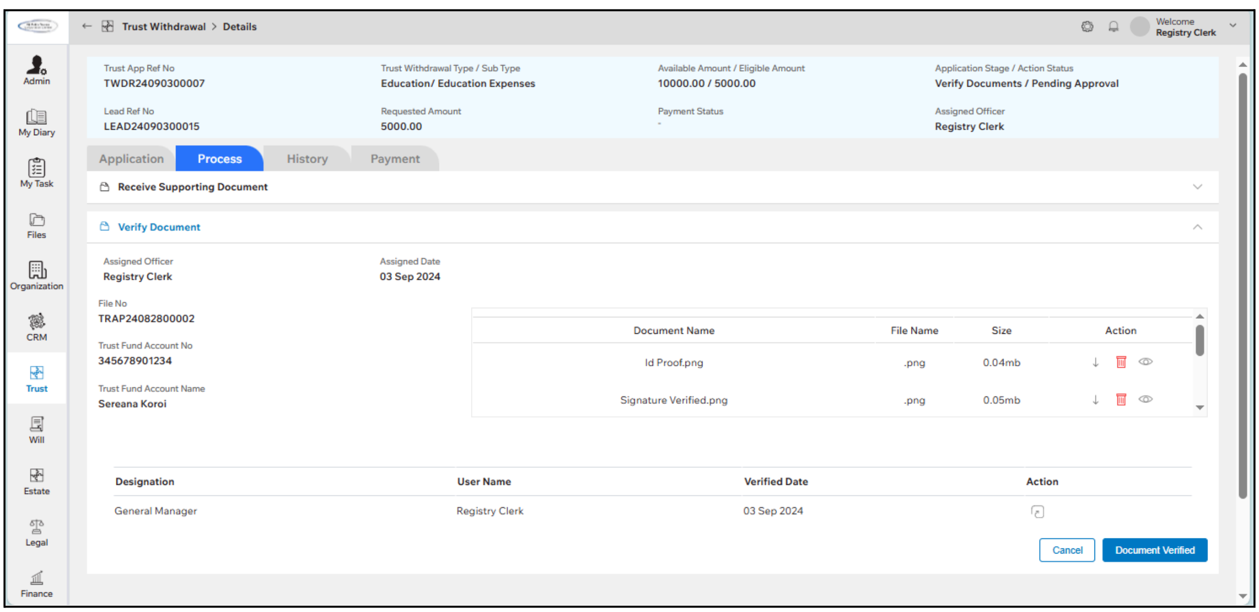
User : Registry Clerk

Linked Documents:

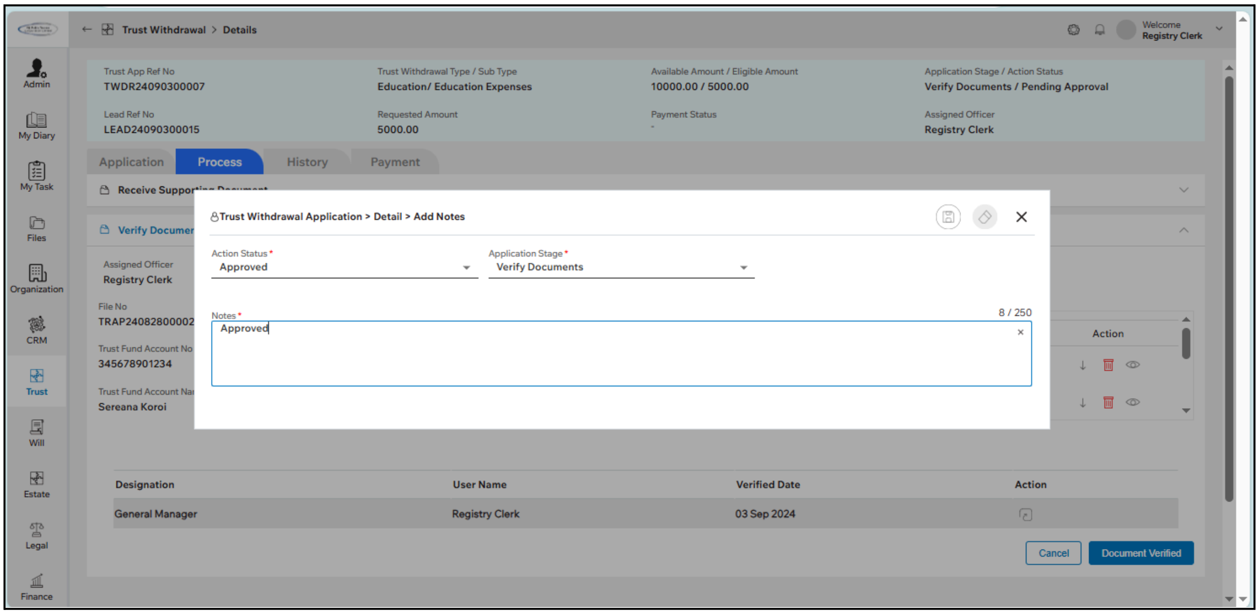
- ➢ In this tab, the documents needed from the client are displayed.
- ➢ The Trust Officer can download and view these documents as necessary.

Detail:

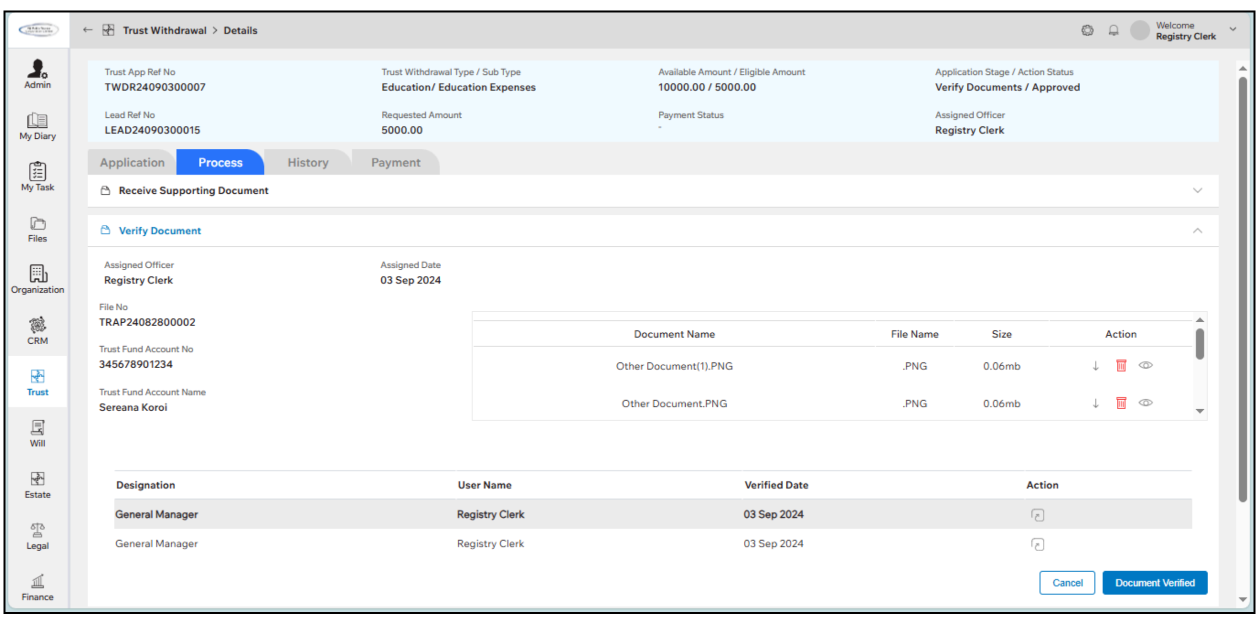
1. Login with the “Registry Clerk” to process the “Verify Document” step.
2. Click the Verify Document Tab and display the Assigned Officer name and Assigned Date , File No , Trust Fund Account No , Trust Fund Account Name.
3. Once Uploaded Document will display in a grid with Document Name , File Name , Size.
4. Click the Download button symbol under the Action field to download the uploaded document.
5. Click the Delete button symbol under the Action field to delete the uploaded document.
6. Click the Eye button symbol under the Action field to view the uploaded document.



7. Click the “Open” button under **Action** and click the open button from the verify document to redirect to the **Trust Withdrawal Application Detail Add Notes** pop-up Screen to change the Action status “**Pending Approval**” to “**Approved**”.



8. Click on the "**Save**" button to click the **Save** button .
9. Click on the "**Clear**" button to remove the entered/selected details.
10. Click on the "Close" button to close the popup.
11. Once saved will display on the grid.

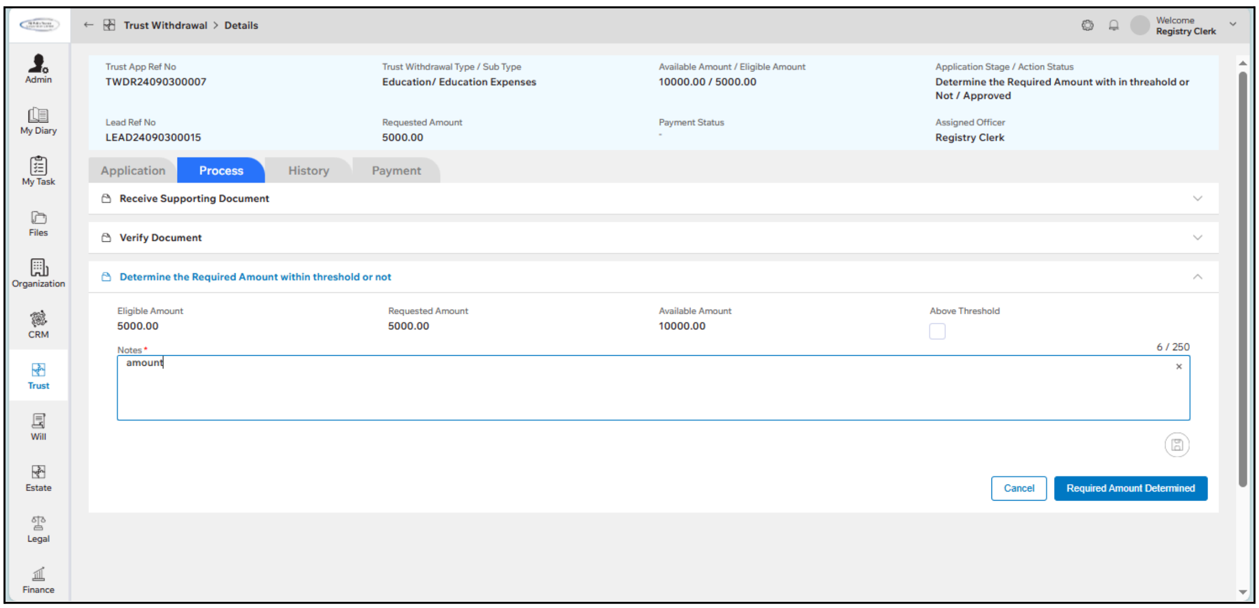


12. Click the “**Document Verified”** button to move to the next process “**Determine the Required Amount within threshold or not**” .

Determine the Required Amount within threshold or not

User : Registry Clerk

1. Click the Determine the Required Amount within threshold or not Tab and display the Eligible Amount , Requested Amount , Available Amount , Above Threshold check box.
2. If the Requested amount is more than Eligible Amount , The Above Threshold Checkbox will check and Inspection is required.
3. If the Requested amount is less than Eligible Amount ,The Below Threshold Check box will not check and court order is not required.
4. Enter Notes and click the **Save** button.

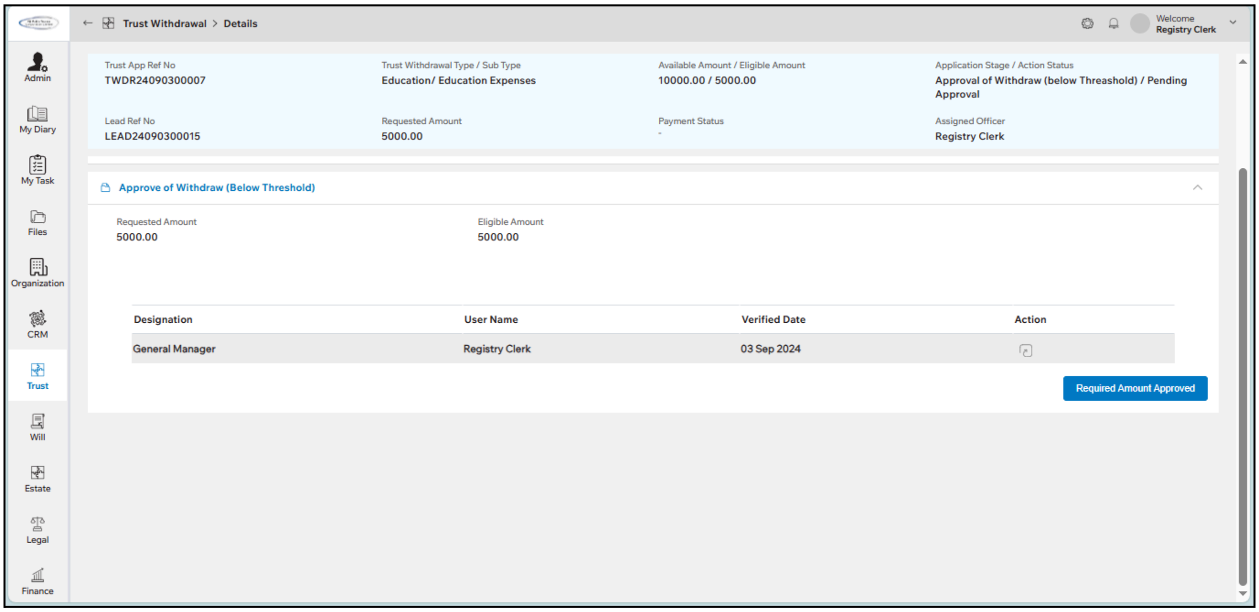


5. Click the "**Required Amount Determined"** button to move to the next process "**Approve of Withdrawal (Below Threshold)**".

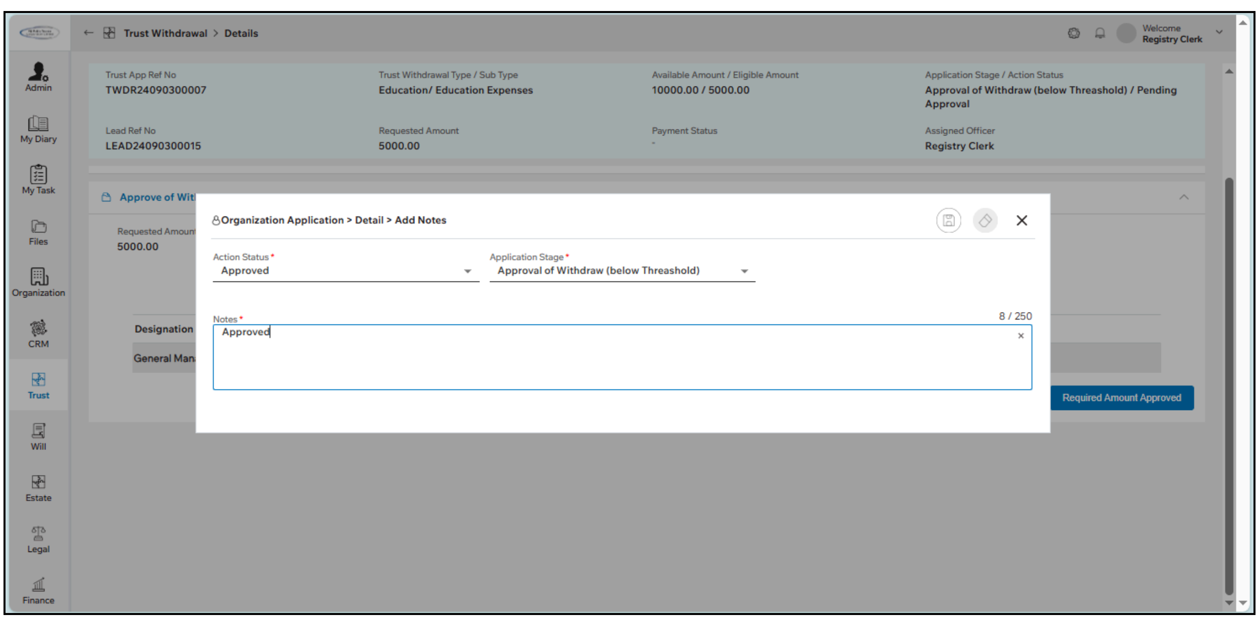
Approve of Withdrawal (Below Threshold)

User : Registry Clerk

1. Click the **Determine the Approve of Withdrawal (Below Threshold)** Tab and display the Requested Amount , Eligible Amount , Designation , UserName , Verified Date.



2. Click the “Open” button under **Action** and click the open button from the verify document to redirect to the **Organization Application Detail Add Notes** pop-up Screen to change the Action status “**Pending Approval**” to “**Approved**”.
3. Click on the "**Save**" button to click the **Save** button .
4. Click on the "**Clear**" button to remove the entered/selected details.
5. Click on the "**Close**" button to close the popup.



Click the "**Required Amount Approved"** button to move to the next process " " .

History Tab:

Assigned Officer

The assigned officer's details are displayed when changing the process status.

Notes

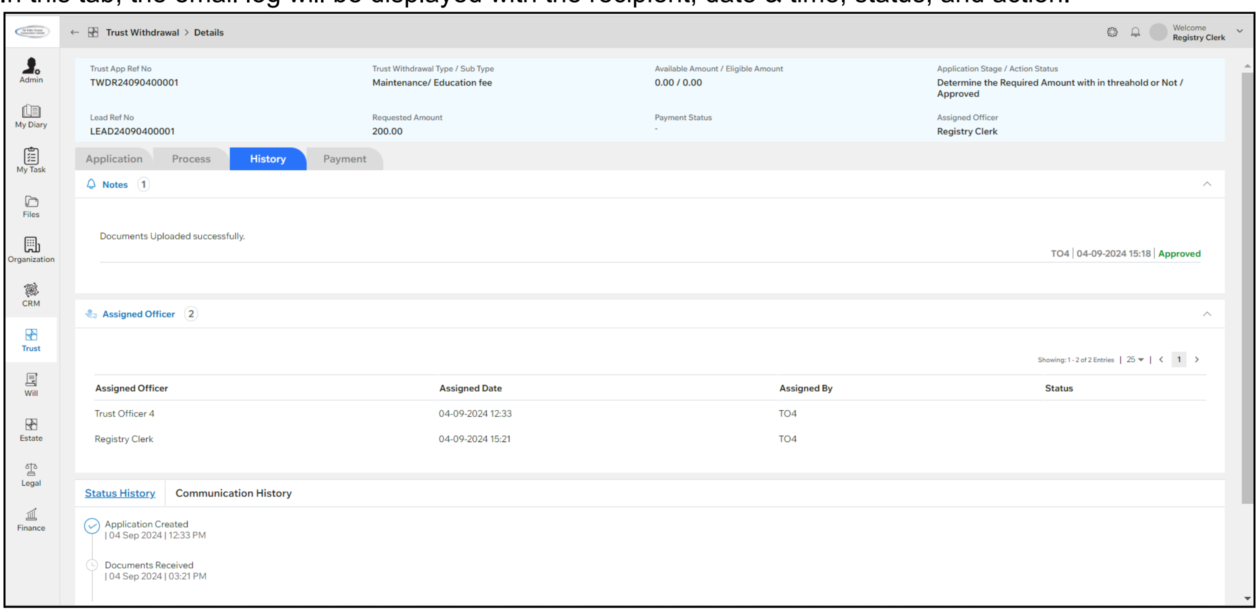
The Status will appear in notes when added in the when notes saved in Process tab.

Status History

Status History will be created against each status change and maintained in this tab.

Communication History

In this tab, the email log will be displayed with the recipient, date & time, status, and action.



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