**Name of the participant –**

**Date –**

# Hands on Exercise on Customer Accounts – Savings Account

## OSA: Open Savings account

1. Invoke menu OSA
   1. CIF ID: Provide Retail CIF id (You can use the CIF ID created during the CIF hands on session)
   2. Scheme Code: SBGEN
   3. Click GO
2. Basic A/C details tab
   1. Acc name and short name gets populated automatically from CIF ID
   2. Account opening date: BOD date
   3. Click Continue
3. Interest details tab
   1. Interest Credit A/c: Select “Original A/c” from the drop down
   2. Interest Debit A/c: Select “Original A/c” from the drop down
   3. Click continue
4. Provide related party details in case of Joint accounts.
5. SUBMIT
6. Savings Account ID will be generated.
7. Note down the account ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## VSAO: Verify opened savings account

We have enabled auto verification for Savings Account opening.

## Transactions to Savings Account

1. Cash Deposit Transaction:
   1. Menu: MCDTD
   2. Transaction Type/Subtype: Select Single CCY Cash Deposit
   3. Click on Go
   4. Click on Add
   5. A/c ID: Enter the account ID created in the first step
   6. Transaction Amt: 10000.00
   7. Click on Save and Preview
   8. Click on Submit
2. Cash Withdrawal Transaction:
   1. Menu: MCWTD
   2. Transaction Type/Subtype: Select Single CCY Cash Deposit
   3. Click on Go
   4. Click on Add
   5. A/c ID: Enter the account ID created in the first step
   6. Transaction Amt: 2000.00
   7. Click on Save and Preview
   8. Click on Submit
3. Inquire on account ledger:
   1. Menu: IAL
   2. A/c ID: Enter the account ID created in the first step
   3. Click on Search
   4. Observe the transactions in the account

## Printing Account Statement

1. Menu: PPS
   1. A/c ID From: Enter the account ID created in the first step
   2. A/c ID To: Automatically defaults to the account ID mentioned in A/c ID From field
   3. Statement Date From: Enter 08-05-2019 [You can use the shortcut CTRL X for BOD Date]
   4. Pass Sheet Category: Select Duplicate
   5. Click on Submit
2. Menu: PQR
   1. Click on Search
   2. Click on the check box against the report name “Statement of Accounts” and click on preview
   3. The statement will be displayed.