**Hands on Exercise on Office Accounts**

**Name of the participant –**

**Date –**

**Hands on in detail - BASIC**

1. Debit office account for an expenditure

Menu: MBITTD

Transaction Creation: New

Transaction type/Sub type: Bank Induced

Transaction Date: Will auto populate as BOD date

Initiating SOL ID: SOL ID is defaulted as home SOL of user

Click on Go

Click on ADD+

Part Transaction Type: Default chosen as “Credit”

Enter A/c ID as “EXPENSEAC”

Enter Transaction Amount: 1000

Transaction CCY will default as Home Currency

Value date: Auto populates s BOD date

Enter Transaction particulars

Click on Save and Preview

Click on ADD+

Part Transaction Type: Default chosen as “Debit”

Enter A/c ID as “ACCOUNT3”

Enter Transaction Amount: 1000

Transaction CCY will default as Home Currency

Value date: Auto populates s BOD date

Enter Transaction particulars

Click on Save and Preview

Click on Submit

Note the Transaction ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Inquire any account

Menu IAA

A/c ID – “EXPENSEAC”

Click on Go

View the office account details

1. Print office account ledger

Menu – BPOAL (Batch Print Office Account Ledger)

Report to – Manager

A/c ID “EXPENSEAC” to “EXPENSEAC” (Specify your office account opened earlier)

Period: Specify the date range

Click on Submit

1. View the ledger print

Menu – PQR (Print Queued Report)

Search

Select the report

Preview

View the ledger print.

1. Inquire the transactions in the office account

Menu – IAL (Inquire on account ledger)

A/c ID “EXPENSEAC” (Specify your office account)

Search

View the transactions in the account

Click on View details and further details can be viewed.

**Pointing Account**

1. Office Account - Pointing (OAP)
2. Make a credit into the debit pointing account. “102SUN001”

Menu – MCDTD

Transaction Type /Subtype – Select Single CCY cash deposit

Click on GO

Click on ADD

A/c ID “102SUN001” (Specify the account to which it is to be credited)

Transaction Amount –5000

Type Transaction Particulars – Invalid account number

Click on Save and Preview

Submit

Note the Transaction ID No. \_\_\_\_\_\_\_\_\_\_

1. Inquire the transactions in your office Account using menu - **IAL**

Type or Select A/c. ID “102SUN001” (Specify above office ac)

Click on Search

Observe the transaction Details

Click on View Details

Observe the transaction summary for Dr. and Cr.

1. Make a cash deposit for reversal of the original Debit in the Pointing account using menu - **MCDTD**

Menu: MBITTD

Transaction Creation: New

Transaction type/Sub type: Bank Induced

Transaction Date: Will auto populate as BOD date

Initiating SOL ID: SOL ID is defaulted as home SOL of user

Click on Go

Click on ADD+

Part Transaction Type: Default chosen as “Credit”

Enter A/c ID as “102SUN001”

Enter Transaction Amount: Any amount of your choice \_\_\_\_\_\_ note the amount credited

Transaction CCY will default as Home Currency

Value date: Auto populates s BOD date

Enter Transaction particulars

Click on Save and Preview

Click on ADD+

Part Transaction Type: Default chosen as “Debit”

Enter A/c ID as opened earlier for Debit pointing

Enter Transaction Amount: Enter the amount credited earlier

Transaction CCY will default as Home Currency

Value date: Auto populates s BOD date

Enter Transaction particulars – Reversal of original credit

Click on Additional Part Transaction Details

Click on Minor Subsidiaries Details

Start/End Amt. – Enter the amount as per your original debit done earlier

Click on GO

Observe the Minor Subsidiaries Details

Click on Edit

Select the field Selected – Yes

Click on Save

Click on Accept

Click on Save and Preview

Click Submit

Note down the Transaction ID \_\_\_\_\_\_\_\_

**PROXY ACCOUNTS:**

1. Online Proxy Posting: Make a cash withdrawal for any amount greater than the effective available amount in your Savings account using menu - **MCWTD**

Select Transaction Type /Subtype – Single CCY Cash Withdrawal

Click GO

Click on Add Record

Type or Select A/c. ID : “ACCOUNT3”

Transaction Amt. – Specify amount greater than available balance

Type Transaction Particulars – Cash Withdrawal

Click on Add and View Summary

Observe the Transaction summary

Click Submit

You will get an Error message window – “The withdrawal amount cannot exceed the account balance”, Scheme Updates Failed”.

Close (X) the Error message window

Click on Post by Part Transaction

Select check box on Srl. No. 1 and 2

Click on Submit

Click on View on SRL. No. 1

Select Proxy Post as “Yes”

Change Proxy Ac ID to “102PROX001”

Click on Update

Click on View on SRL. No. 2

Select Proxy Post as “Yes”

Click on Update

Click on submit

Note down the Transaction ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Inquire the balance in your savings account on proxy posting using menu - **IAB**

Type or Select A/c. ID \_\_\_\_\_\_\_\_ (Specify your savings a/c ID)

Click on Search

Click on Components of A/c Balance

Note the following:

Effective Available Amt. \_\_\_\_\_\_\_\_\_\_

Lien Amt. \_\_\_\_\_\_\_\_\_\_

Deposit Cash in Account3 for reversing the proxy posted transaction using menu - MCDTD

1. Online Reversal of the proxy posted transaction using menu - **RSPT**

Type or Select A/c. ID : “ACCOUNT3”

Click on Search

Select Check box for your transaction

Click on Continue

Click on Edit

Click on Update

Click on Submit

You will get a Warning and Exception message – “The posting of the transaction ID ### is successful”.

Click on ACCEPT

You will get a Warning and Exception message – “The system pointing transaction is reversed successfully”.

1. Generate the Outstanding items Report using menu - **GOIR**

Report To - Manager

Type or Select A/c. ID – “102PROX001”

Scheme Type - OAP

Filter – Select Fully Responded from dropdown

Click on Submit

You will get a message – “The batch process is initiated successfully”.

1. View the Report using menu - PQR

Click on Search

Select the Check box next to Outstanding Items Report

Click on Preview

Observe the Report

Note down the Outstanding balance Amt.\_\_\_\_\_\_\_\_\_\_\_\_