**Name of the participant –**

**Date -**

**Hands on in detail**

1. Create a cash deposit transaction

* Invoke **MCDTD** menu.
* By default, the radio button will be selected on “New”, let us retain it as it is.
* Select Transaction Type /Subtype as “Single CCY Cash Deposit”.
* Click on GO.
* Click ADD (Add+) to specify transaction details.
* In A/c ID field, specify your operative Account ID.
* Enter the transaction amount of your choice.
* Ether transaction particulars as By Cash.
* Click on “Save and Preview” button.
* Click Submit.
* Accept any exception if you encounter and note down the exception details.
* Please note the transaction ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Verify the same using VSCCD Option
* Enter the transaction ID
* Click on GO
* Check the particulars and then submit the same

1. Create a cash withdrawal transaction

* Invoke **MCWTD** menu.
* By default, the radio button will be selected on “New”, let us retain it as it is.
* Select Transaction Type /Subtype as “Single CCY cash Withdrawal”.
* Click on GO.
* Click on ADD (Add+) to specify transaction details.
* In A/c ID field, specify your operative Account ID.
* Enter the transaction amount of your choice.
* Ether transaction particulars as “To Self”.
* Click on Save and Preview.
* Click on Submit.
* Accept any exception if you encounter and note down the exception details.
* Note the Transaction ID No. \_\_\_\_\_\_\_\_\_\_.
* Verify the same using Menu option – VSCCW
* Enter the Tran Id.
* Click on Go
* Verify the details and submit.

1. Inquire on the transaction.

* Invoke **ITN** menu.
* Enter the Transaction ID noted in Step 1 and 2.
* View the Part Transaction Details.
* View the Part Transaction Status Details.
* Click on the view button () under any of the part transaction.
* Go to “**Other Part Transaction Details**” section (at the bottom of the page).
* Click on Audit Details .
* Observe the details shown for “Created by, Entered by, Posted by , Verified By, and modified by.

1. Menu Option – MCITTD

* Select New
* Transaction Type/Subtype – Customer Induced
* Click on GO
* Click on Add
* Part Transaction Type – Select as Debit
* Enter Ac ID and transaction amount
* In transaction Particulars – mention the name of the account holder to whom transfer is being made
* Click on save and add new
* Select Part Transaction type as Credit
* Add account no: and Transaction Amount
* Mention in transaction particulars – funds transferred from ( Name of the account holder whose account is being debited or who is transferring the funds into this particular account)
* Save and preview
* Click on Submit
* Note down the Tran ID
* Verify the same in PVT Menu option
* Enter the Tran ID
* Click on search
* When the details are displayed, and verify the correctness
* And then click on submit to complete the transaction verification.
* Go to ITN and observe the transaction details

1. Business Scenario: Let’s say the credit part transaction should have been passed into a operative account, but user credited the amount to another account by mistake. So, now user needs to reverse the Transaction created.

* Invoke **RTN** menu.
* Enter the Transaction ID created in one of the previous exercises (1, 2 or 3).
* Click on the search button.
* Select the part transaction using the checkbox. (User may view transaction details by clicking  button).
* Click on Continue.
* Click on the edit button for the debit part transaction.
* Enter the Rectification Account ID , i.e the correct account to which the amount had to be credited originally.
* Click on SAVE
* Select reason code as 001 and submit
* Note down the transaction reversal ref. no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Verify the record using the menu VTR.

1. Inquire on all the transaction posted by one of the users.

* Invoke **IFT** menu.
* Under Additional Transaction Details, Enter the Posted User ID as \_\_\_\_\_ or you can enter your own user ID.
* Click on Search.
* A report for the same is generated and list of all the transactions posted by \_\_\_\_\_\_\_ or your user ID is displayed.