T24 Training- Customers

Topics

- Customer
- Customer creation and Maintenance

Objectives

- How to input the prospective customers?
- How to activate a prospective customer?
- How to create an individual customer?
- How to create a corporate customer?
- How to register routing instructions?
- How to add additional address for a customer?
- How to capture customer segmentation details?
- How to amend customer charge?
- How to create posting restrictions for a customer?

Customer Record Creation

- One base record must exist for each customer.
- Record contains only descriptive details and not financial
- Customer Record is opened for
 - Individual
 - Corporate bodies
 - Correspondent banks
 - Brokers
 - Guarantors etc
- √ T24 always refers base record for all basic information
- Before creating any customer activity a customer record must be opened.
- ✓ This record minimize the input of data during the time
 when you enter transactions like FT, MM, FX etc

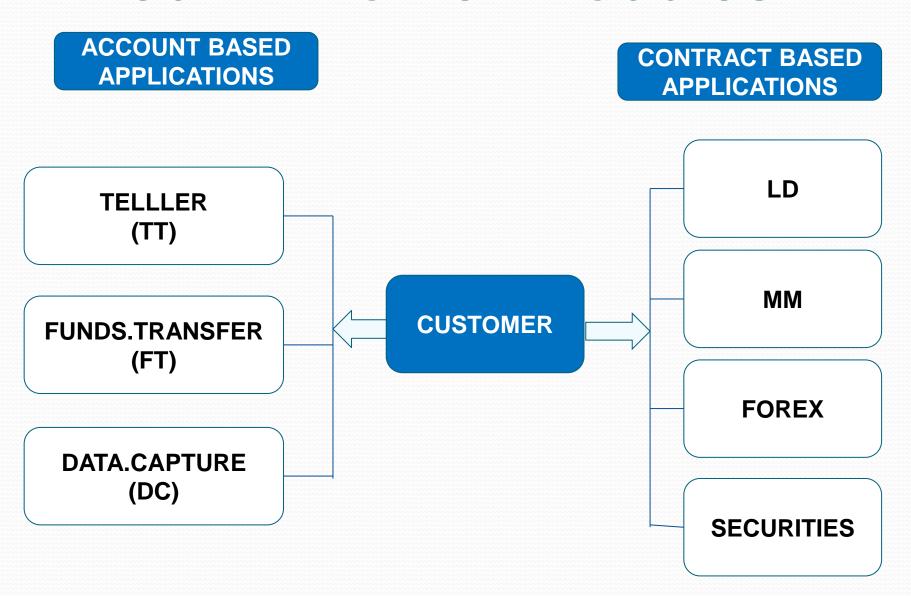
Functionality of the Module

- Customer and associated static tables are core applications found in T24 system.
- Contains only descriptive details
- All applications refer to Customer. So before any activity is initiated ensure if any customer record is created.
- Only one customer record must exist. However, customer can maintain any number of accounts in his name.

Type of Customers

- Clients
 - Individual, Corporates
- Agents
 - Other banks, brokers
- Counter Parties
 - Other banks, retail, corporates

How Customer record is linked with other modules?

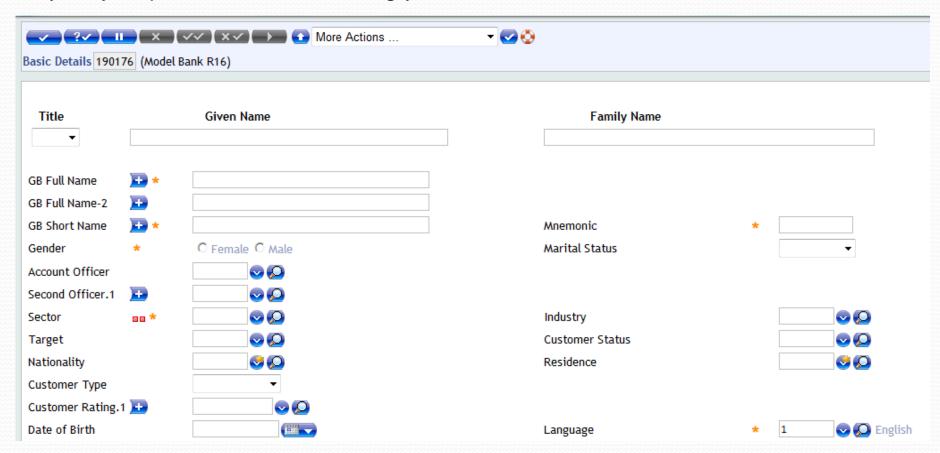


Customer Menu

 ■ User Menu ▶ Customer Relationship ■ Customer ■ Individual Customer ■ Corporate Customer ■ Create Prospect ■ Activate Customer ■ Amend Customer
Customer Individual Customer Corporate Customer Create Prospect Activate Customer
Corporate Customer Create Prospect Activate Customer
Corporate Customer Create Prospect Activate Customer
Corporate Customer Create Prospect Activate Customer
Activate Customer
Activate Customer
View/Reverse External User
Unauthorised Customer
Unauthorised Customer Pending AML Check
Authorise/Delete Customer
Delete/Authorise External User
Create/Amend Routing Instructions
Authorise/Delete Routing Instructions
Additional Address of Customer
Capture Customer Segmentation Details
Amend Customer Charge
Authorise/Delete Customer Charge
Set/Remove Posting Restrict
Authorise/Delete Posting Restrict
Capture External Arrangement
Authorise/Delete External Arrangement

Individual Customer Main Tab

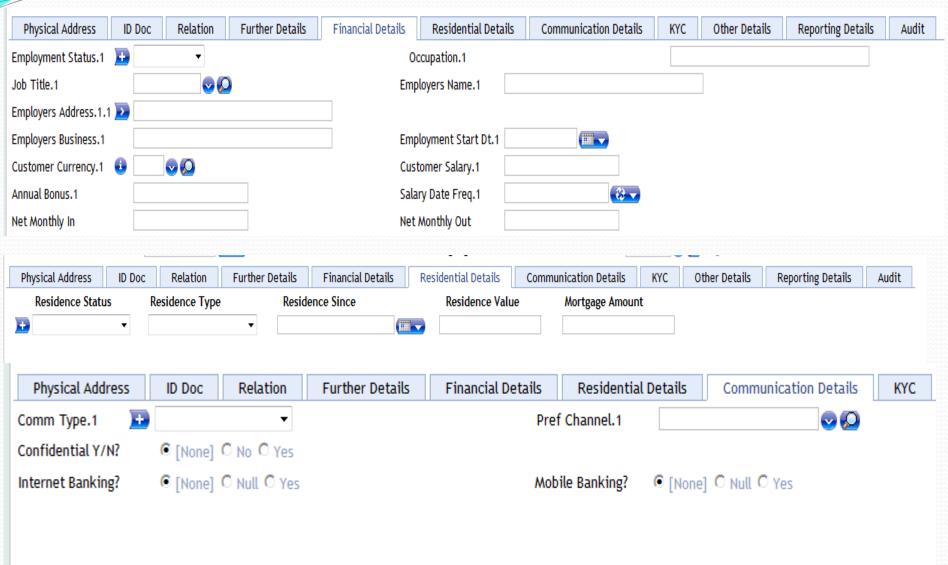
Customer application contains one main tab and eleven other tabs. There will be few mandatory fields which require input. You can not commit the record without giving values to the mandatory fields. There will be some non mandatory fields but they may require values for allowing you to commit the record.

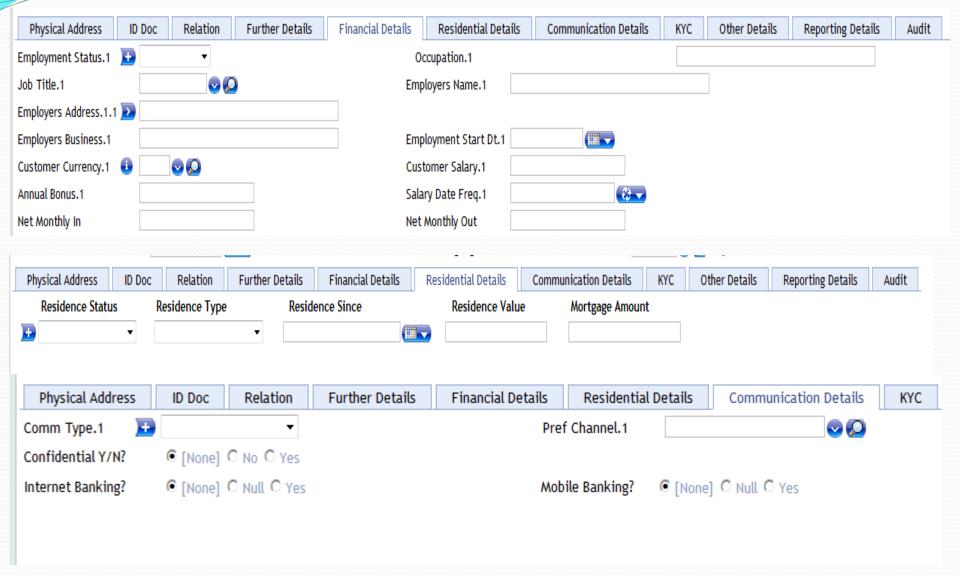


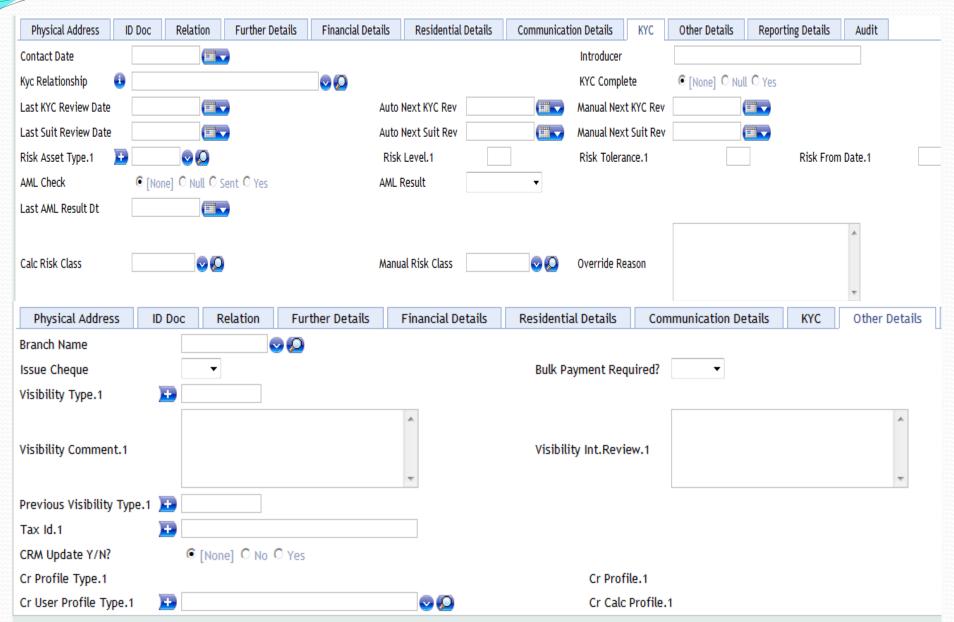
Physical Address	ID Doc	Relation	Further Details	Financial Details	Residential Details	Communication Details	KYC	Other Details	Reporting Details	Audit
GB Street	I									
GB Address.1	+ >									
GB Town/City	<u> </u>									
GB Post Code	<u></u>									
GB Country	<u></u>									
Phone Numbers Res.1	<u> </u>									
Mobile Phone Numbers.	.1									
Email Address.1										
Phone Numbers Off.1	I									
Fax.1	1									
Secure Message										

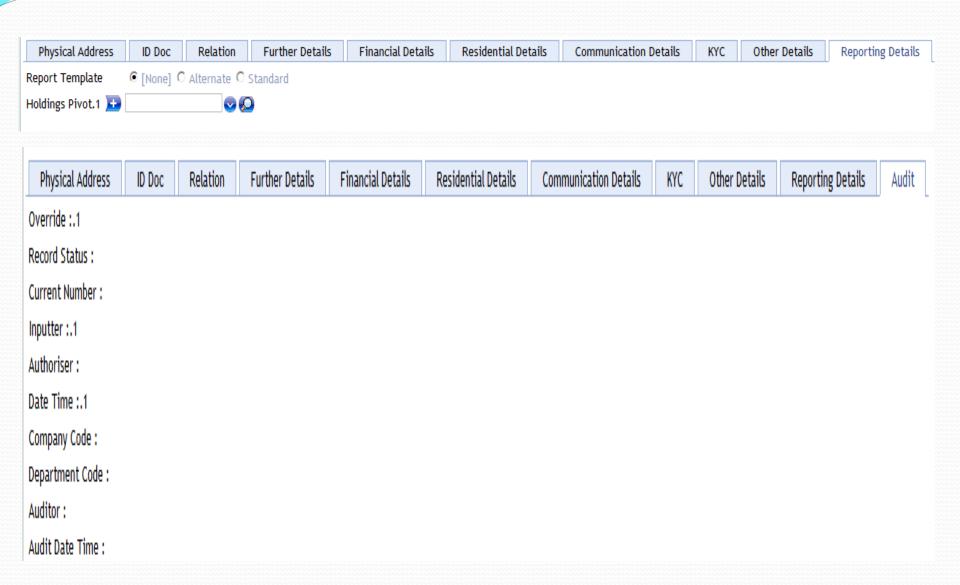
Physical Address ID Doc Relation	Further Details	Financial Details Resi	idential Details	Communication Details	KYC
Legal ID.1		Document Name.1		▼	
Name on ID.1		Issue Authority.1			
Issue Date.1		Expiration Date.1			

Physical Address	ID Doo	Relat	ion Fur	ther Details	Financial Details	Residential Details	s Co	mmunication Detai	ls KYC
Relation Code.1	1		Q		Relat	ion Customer.1 📵		<u>•</u>	\(\rightarrow\)
Reverse Relation.1									
Relation Delv.Option	n.1.1 <u> </u>			•	Role.	1.1		<u> </u>	P
More Role Info.1.1					Role	Notes.1.1			
Customer Liability									
Physical Address	ID Doc R	elation F	urther Details	Financial Details	Residential Details	Communication Details	KYC	Other Details F	Reporting Details
Previous Name.1 🔀				Change Dat	e.1	Change F	Reason.1		
Customer Since				No of Depe	ndents				
Other Nationality.1 🔀		Q		Spoken Lan	guage.1 🛺	Q			
Interests.1									
			*						
Further Details									
			*						
B									
Pastimes									
			₩						

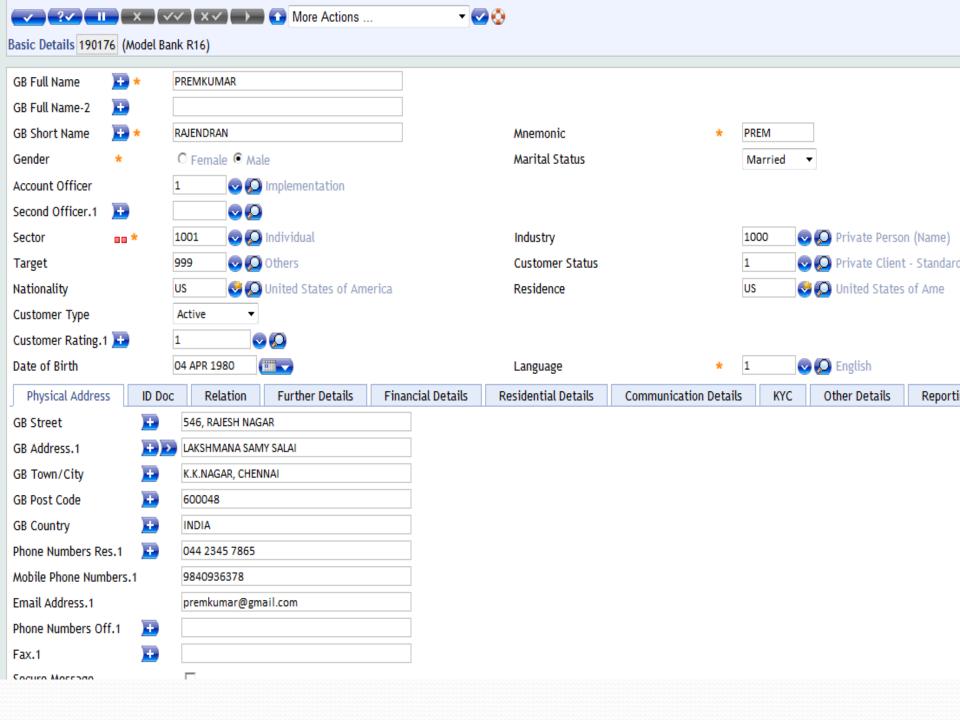








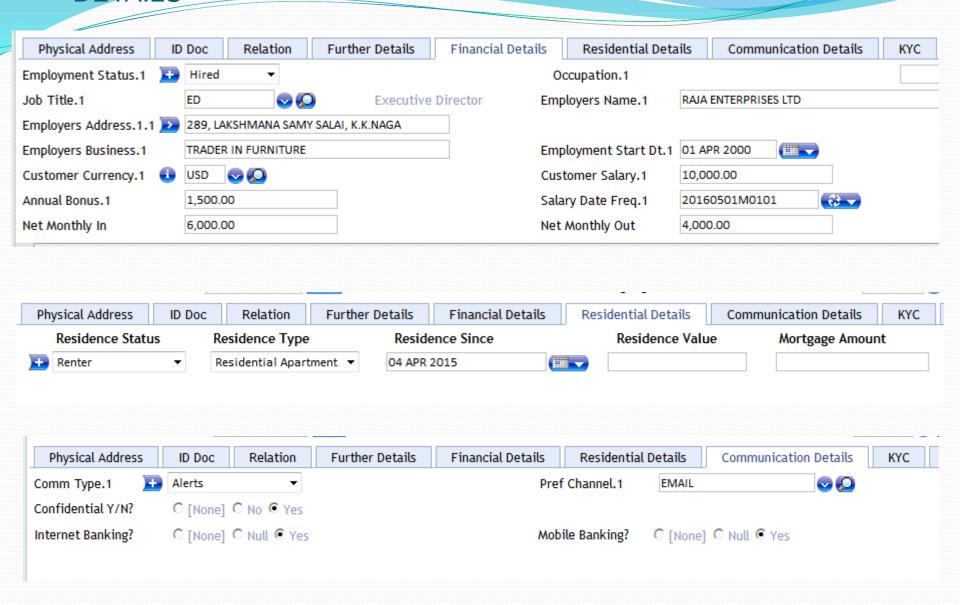
Demonstration of Customer I



ID DOC, RELATION, FURTHER DETAILS TABS

Physical Addres	S	ID Doc		Relation	Fur	ther Details	Finar	ncial Details	Res	idential Deta	ils	Communication	on Details	КҮС
Legal ID.1								Document	Name.1	Driving Lice	ense	•		
Name on ID.1	Prem	n kumar R	aja					Issue Aut	nority.1	RTO K.K.NAG	GAR			
Issue Date.1	03 A	PR 2015						Expiration	Date.1	02 APR 202	0			
Physical Address	ID Do	oc Rela	tion	Further Deta	ails	Financial Details	Reside	ential Details	Communi	ication Details	KYC	Other Details	Reporting	Details
Relation Code.1		4	<u></u>	Q		Parent Re	lation Custo	mer.1 📵 190:	142	Q Q	JOHN			
Reverse Relation.1		14												
Relation Delv.Option.1.	1 🛂	Print.1 Add	ess Onl	y •		Ro	le.1.1	10		Q				
More Role Info.1.1						Ro	le Notes.1.1							
Customer Liability		190176												
Physical Addres	55	ID Doc		Relation	Furt	her Details	Financ	ial Details	Resid	ential Details	С	communication	Details	KYC
Previous Name.1	+							Change Da				Ch	nange Reas	on.1
Customer Since		01 APR	2016					No of Depe		2				
Other Nationality.				_ Q Q				Spoken Lai	nguage.1)	1		Q		
Interests.1	+													
						*								
Further Details														

FINANCIAL DETAILS, RESIDENTIAL DETAILS, COMMUNICATION DETAILS

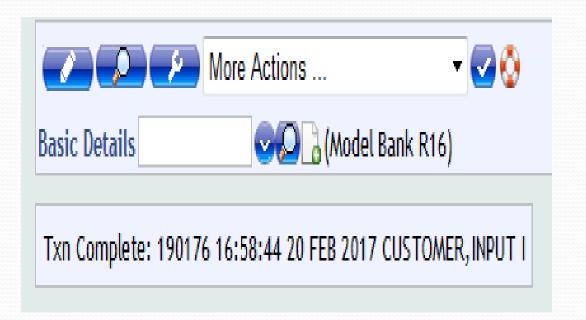


KYC, OTHER DETAILS TABS

Physical Address	ID Doc	Relation	Further Details	Financial Details	Residential Deta	ails Commu	unication Details	KYC	Other Details	Reporting Deta	ils Audi
Contact Date	01 APR	2016					Introduce	r			
Kyc Relationship	0			Q			KYC Comp	lete	[None] ○ N	Iull C Yes	
Last KYC Review Date				Auto	Next KYC Rev		Manual Ne	xt KYC Re	ev		
Last Suit Review Date				Auto	Next Suit Rev		Manual Ne	xt Suit Re	ev		
Risk Asset Type.1		Q		Risk	Level.1		Risk Toler	rance.1		Risk	From Date.1
AML Check	C [No	ne] • Null • 9	Sent © Yes	AML	Result Nu	II ▼					
Last AML Result Dt											
Calc Risk Class		O		Manu	ual Risk Class	©	Override R	Reason			
			,				_				¥
Physical Address	ID Doc	Relation	Further Details	Financial Details	Residential Details	Communio	cation Details	KYC	Other Details	Reporting Details	Audit
Branch Name			Q	Model Bank R16			 			1 3	
Issue Cheque	No		_		Bulk Payn	nent Required?	Both ▼				
Visibility Type.1	I										
Visibility Comment.1				×	Visibility	Int.Review.1			A.		
Previous Visibility Type.	1 🔟 🔃										
Tax Id.1	I										
CRM Update Y/N?	O [1	None] • No C	Yes								
Cr Profile Type.1	HON	IE.OWNERS			Home Owners	Cr Profile.1	APARTMENT.OWN	NER		Apartment (Owner.
Cr User Profile Type.1	HOM	IE.OWNERS		Q		Cr Calc Profile	.1	APARTI	MENT.OWNER		

KYC, OTHER DETAILS TABS





■ User Menu

Customer Relationship

Customer

Individual Customer

Corporate Customer

Create Prospect

Activate Customer

Amend Customer

View/Reverse External User

Unauthorised Customer

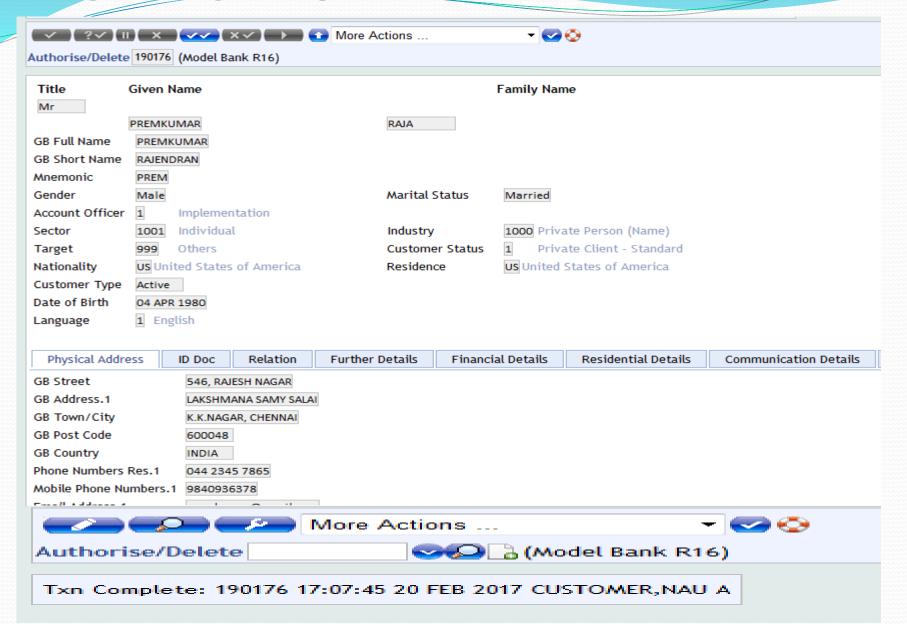
Unauthorised Customer

Authorise/Delete Customer

Authorize the committed record

Results 1 - 29	of 29 🚱 💭 📭 🚉 🕕					
Jnauthorised	l Customer					
Customer No	Name	Relationship Officer	Status	Inputter		
100273	David Sainsbury	79 - PWM Portfolio Advisor	INAU	OFFICER	~	×
190088		-	IHLD	AUTHORISER	//	×
190117		-	IHLD	SUPERVISOR	~	×
190126	BHUTTA	2 - Retail Banking Manager-Others	INAO	OFFICER	VV	×
190131	WAHAB	2 - Retail Banking Manager-Others	INAO	OFFICER	~	×
190141		-	IHLD	OFFICER	VV	×
190162	Dumas	29 - Retail Credit Manager	INAII	OFFICER	11	×
190176	RAJENDRAN	1 - Implementation	INAU	MAHA01	~~	×
200301	CRUZ JUAN M. DE LA	i - implementation	INAU	OFFICER	<u>~~</u>	X

AUTHORISE



View the Authorized Customer

MANIO2 Last signed on 20 FEB 2017 at 11:29 with 0 attempt(s) Help Tools Sign Off CUSTOMER, S 190176 More Actions ... CUSTOMER, 190176 (Model Bank R16) Salary Date Fre.1 20160501M0101 01 MAY 2016 Monthly on day 1 Net Monthly In 6,000.00 Net Monthly Out 4.000.00 Residence Statu.1 Renter Residential Apartment Residence Type.1 Residence Since.1 04 APR 2015 04 APR 2015 Comm Type.1 Alerts Pref Channel.1 EMAIL E-mail Allow Bulk Process Both Customer Since 01 APR 2016 01 APR 2016 Active Customer Type ENGLISH Spoken Language.1 Aml Check Null Aml Result Null Internet Banking S Yes Yes Mobile Banking Ser Report Template Standard Cr User Profile.1 HOME OWNERS Home Owners Cr Calc Profile.1 APARTMENT.OWNER Cr User Profile.1 APARTMENT.OWNER Curr No Inputter.1 O MAHAO1 OFS GCS

20 FEB 17 17:07

Model Bank R16

Implementation

20 FEB 17 17:07

GB-001-0001

1

O_MAHA02_OFS_GCS

Date Time.1

Authoriser

Dept Code

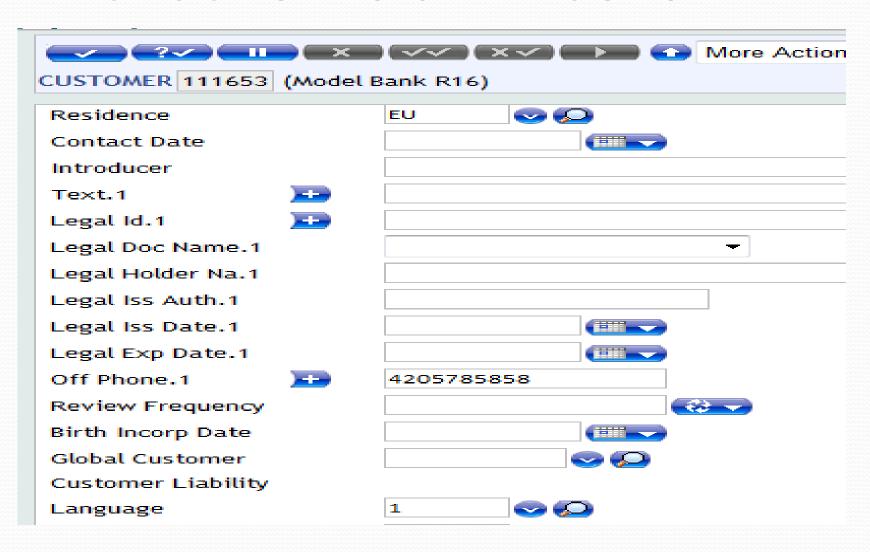
Co Code

Customer LIABILITY NUMBER

Physical Address	ID Doc	Relation	Further Details	Financial Details	Residential Details	Communication De	tails KYC	Other Details	Reporting Details
Relation Code.1	1 4	©	Q	Parent Rela	ition Customer.1 🚯 1	90142	OHN 🞑 🖸		
Reverse Relation.1	14								
Relation Delv.Option.	1.1 <u> Prir</u>	nt.1 Address On	ly ▼	Role	.1.1	0	Q		
More Role Info.1.1				Role	Notes.1.1				
Customer Liability	190	176							

At the time of creating a customer record we have to define who is going to take responsibility for the advances given to the same customer at a later date. Any customer can render his customer id for the loans and advances granted to other customers or group of customers/. In that case the customer who renders his id will be responsible for the loans granted to other customers or customers who come under his group. If the customer wants to render his id for undertaking the loans granted to other customers first of all he must be liable for the advances granted or proposed to be granted to him. So in customer liability field we have to input the same customer id. In the case of others this customer id will be input in the customer liability field.

If not done field will be left

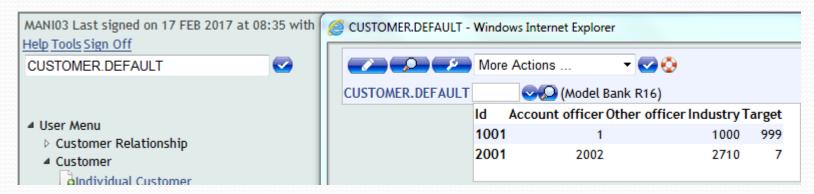


LIMIT.CHANGE

? ~ !!	×)(~~)(;	×~)(->) <u>1</u>	More Actions .	·
LIMIT.CHANGE SYS	TEM (M	odel Bank F	R16)		
Customer No.1	D6	111653			DAN BROWN
Liability No.1	(1)	190176	Q		RAJENDRAN
Credit Line No.1	\blacksquare				
New Currency.1					
New Check Limit.1		,	▼		
Limit Reference.1			Q		
New Percentage.1					

Customer 190176 undertakes the liability of customer 111653. This change will come to effect only after COB is run. So you have to wait for one day to fix the liability of customer 111653 to customer ID 190176

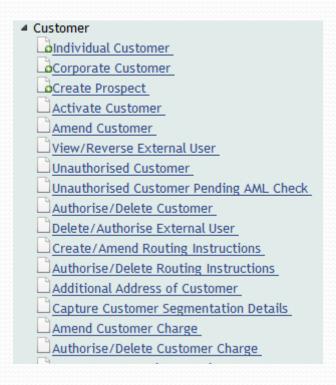
CUSTOMER.DEFAULT

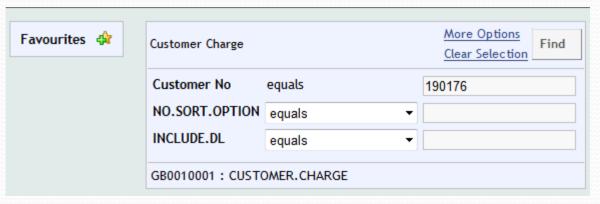




It reduces the work of the inputter. When you give value in the hot field Sector based on that the fields like acct officer, other officer, industry, target ,nationality, customer status , residence fields will be automatically populated. Street field can be made as non mandatory.

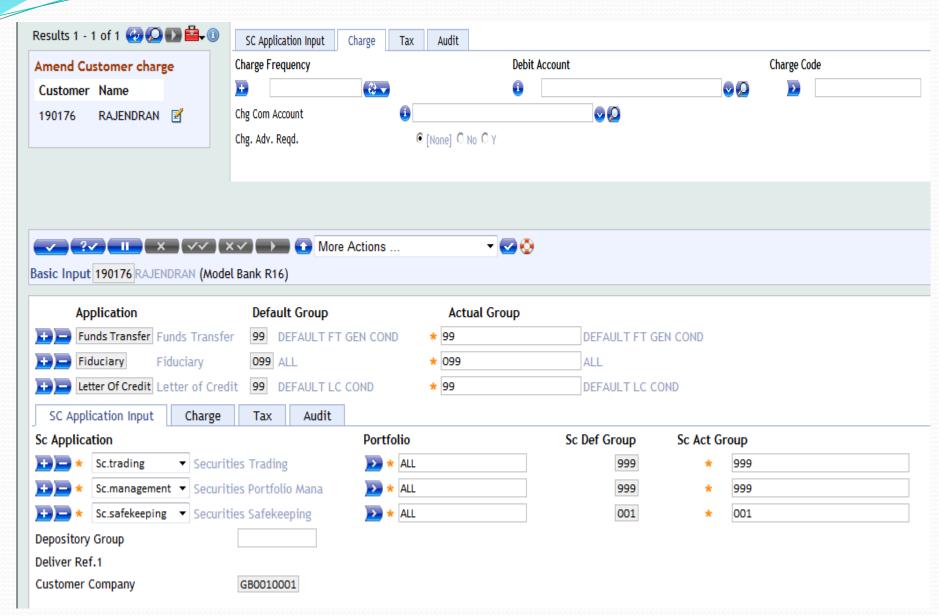
CUSTOMER.CHARGE





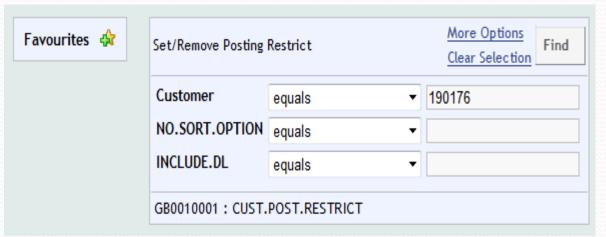


CUSTOMER.CHARGE



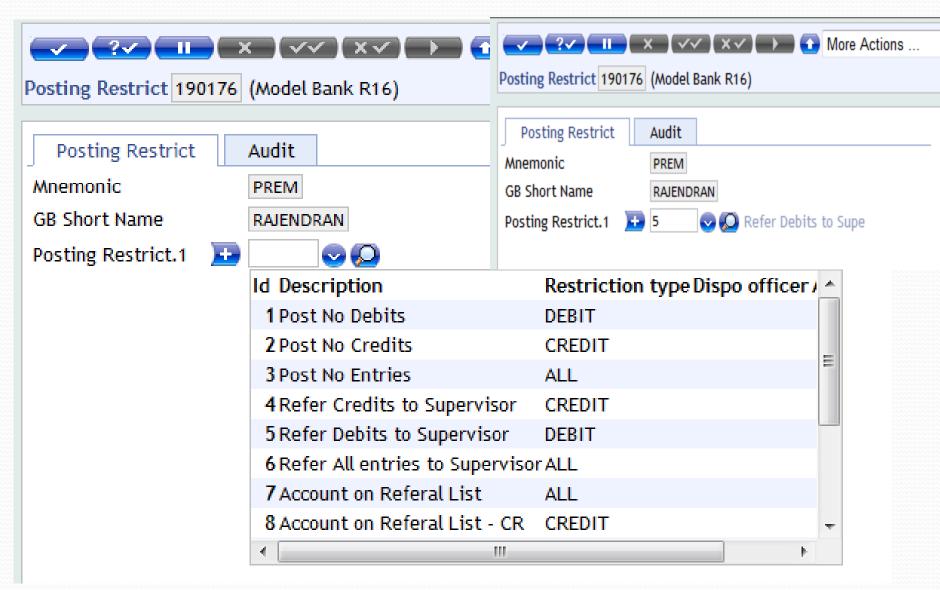
POSTING RESTRICTIONS







POSTING RESTRICTIONS



Posting Restrictions List

Results 1 - 14 of 14 🚱 🔎 🕟 🚔 🕕

POS	TING	G.RESTRICT - Default List			
	ld	Description	Restriction type	Dispo officer	Allow txn
Q	1	Post No Debits	DEBIT		
	<u>2</u>	Post No Credits	CREDIT		
_	<u>3</u>	Post No Entries	ALL		
Q	4	Refer Credits to Supervisor	CREDIT		
Q	<u>5</u>	Refer Debits to Supervisor	DEBIT		
	<u>6</u>	Refer All entries to Supervisor	ALL		
Q	<u>7</u>	Account on Referal List	ALL		
	8	Account on Referal List - CR	CREDIT		
Q	9	Account on Referal List - DR	DEBIT		
Q	<u>10</u>	Post Credits to Savings a/c	CREDIT		
	<u>11</u>	Post Debits to Current a/c	DEBIT		
	<u>12</u>	Customer Deceased	ALL		
Q	<u>80</u>	Pending Closure	ALL		
	<u>90</u>	Automatic Closing	ALL		

Routing Instructions

Customer

Individual Customer

Corporate Customer

Create Prospect

Activate Customer

Amend Customer

View/Reverse External User

Unauthorised Customer

Unauthorised Customer

Delete/Authorise External User

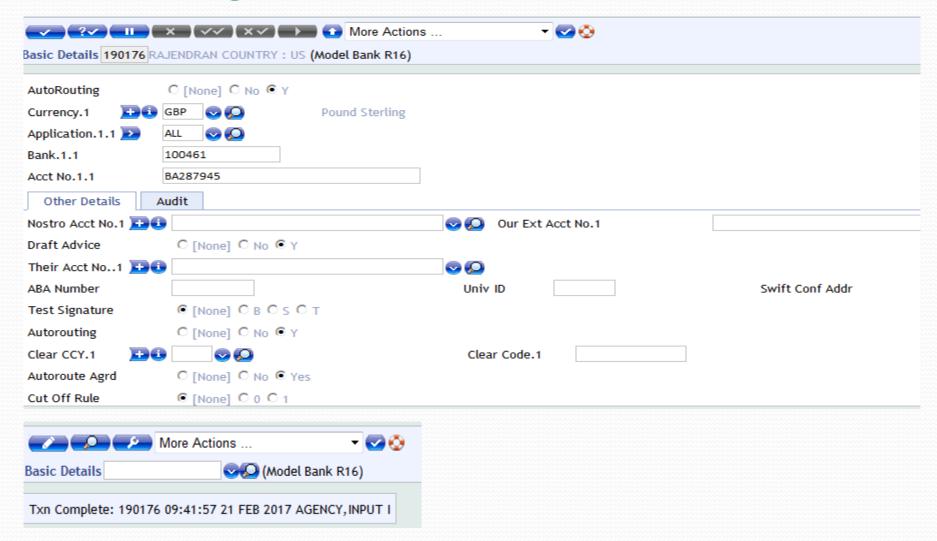
Create/Amend Routing Instructions

nput/Ame	nd Agency			
Customer 190160	Name Fenchurch Developers	Nationality United States of America	Residence United States of America	Z
וסוטלו	τυγοτα Μυτοι	Officed States of America	United States of America	Z
190166	Deva	United States of America	United States of America	
190176	RAJENDRAN	United States of America	United States of America	

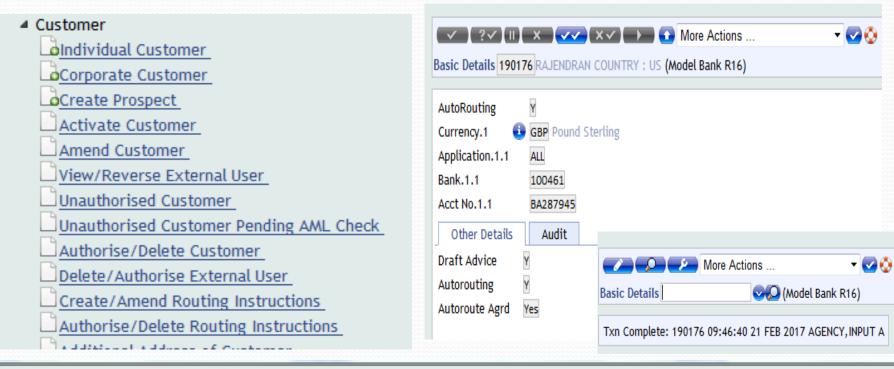
Routing

- Having created a CUSTOMER record, particularly for Banks, it is advisable to create an Agency record with the same key, and all available 'auto-routing' details. Routing instructions can also be setup for Corporate Customers.
- The Routing File (Agency) contains settlement details of major customers and all banks irrespective of whether there is any business connection. Details include any arrangements, Account relationships and, where possible, the Agent's correspondent bankers for specific currencies. This information is entered centrally to supply Automatic Routing instructions for remittances/cover to all banks and customers with whom the Bank has numerous dealings. This eliminates the need to re-enter the details at transaction level. It thus allows full advantage to be taken of electronic delivery facilities by providing, automatically, the settlement agents for remittances/cover involved in outward payments.
- To set up routing instructions for a customer in the Model Bank, you need to access the following
- menu: MB User Menu>Retail Operations>Customer> Create/Amend Routing Instructions

Routing Instructions



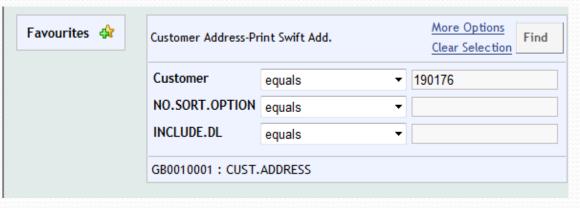
Authorize Routing Instruction

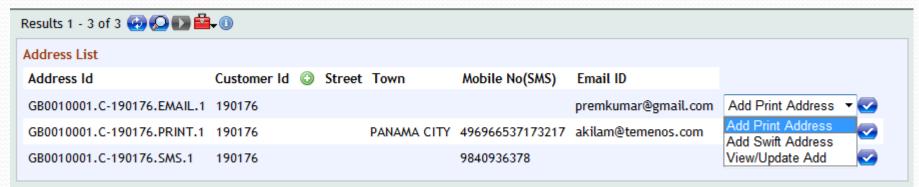




Additional Address



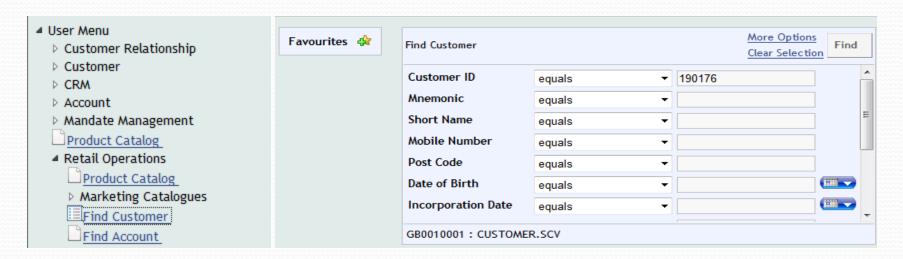




Additional address for print

? !! X	More Actions	▼ 🐼 🚱	
Input Customer Address GB0010001.C-190176.PRINT.3 (Model Bank R16)			
Delivery Address A	Audit		
Swift Address			
GB # Short Name 🔀 *			
GB Full Name			
GB Street Name			
GB Town / Country 🛂			
GB Country			
GB Postal Code			
Phone Numbers Res		Mobile Phone No	
Email Address			
Hold Output	[None] ○ No ○ Y		
Hold Mail Start			
Hold Mail End			
Hold Mail Option	•		

Single Customer View





Customer Relationship

Banks deal with different types of customers. Customers could be

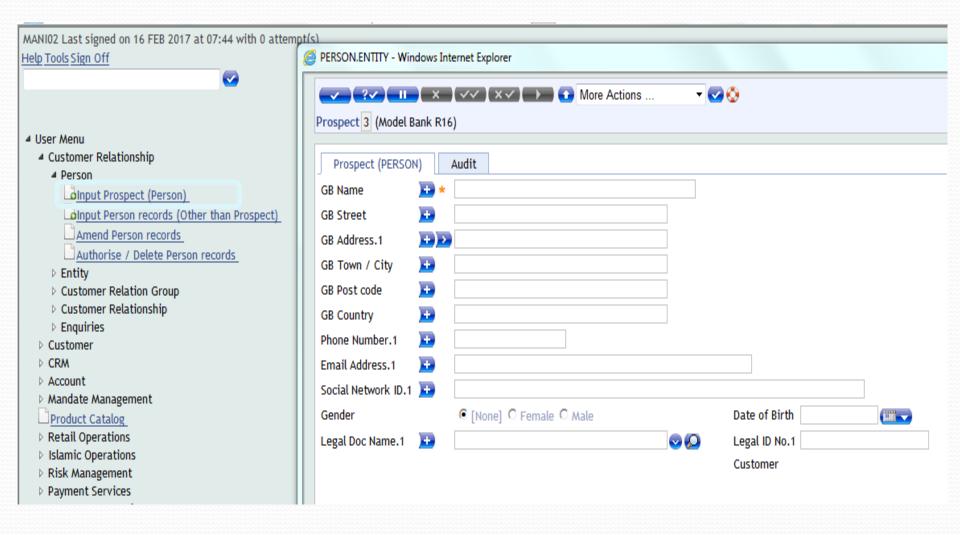
- 1) Individual
- 2) Joint Hindu Family
- 3) Proprietary firms
- 4) Partnership firms
- 5) Private Limited Company
- 6) Public Limited Company
- 7) Society
- 8) Clubs and Associations
- 9) Trusts

How T24 maintain Customer Relationship details?

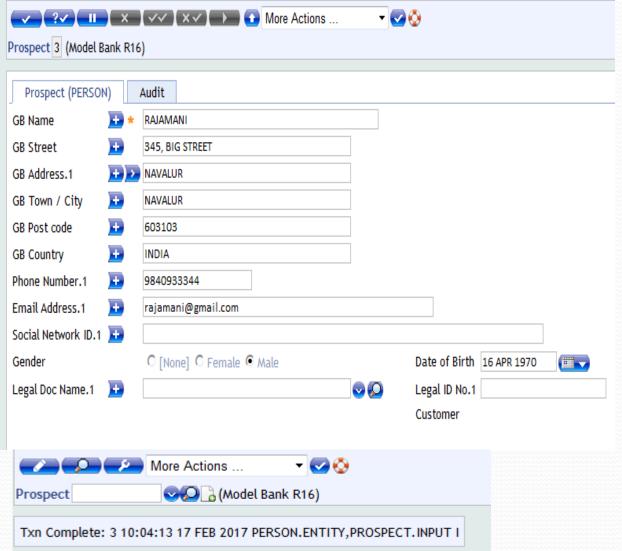
- User Menu
 - Customer Relationship
 - Person
 - ▶ Entity
 - Customer Relation Group
 - Customer Relationship
 - ▶ Enquiries

 Except individual and joint account holders all others are recorded in Entity or group.

PERSON – Individual- Prospects

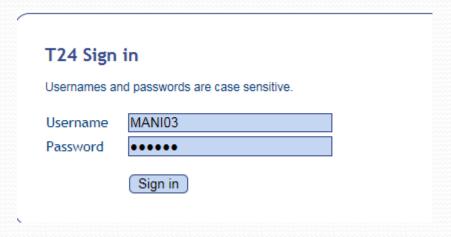


Individual Prospect Details



Enter prospect details

Authorize the prospect record

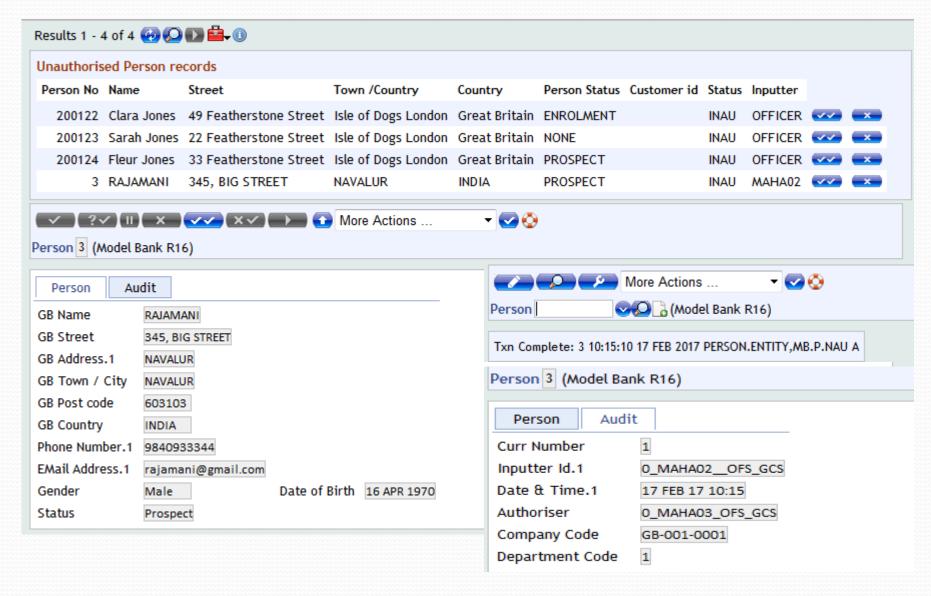




You can authorize or delete the unauthorized record

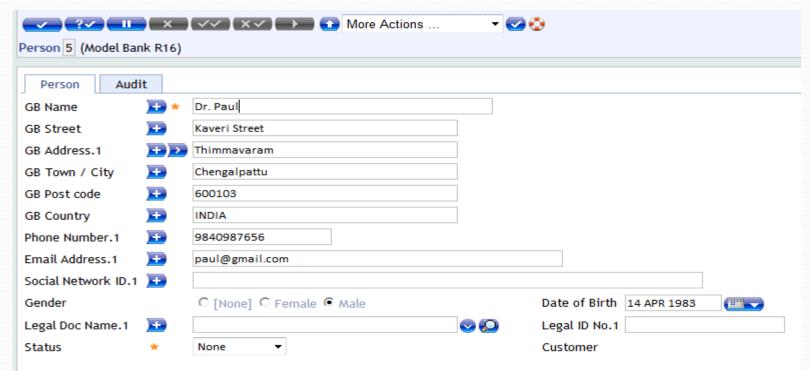


Authorize and view the record



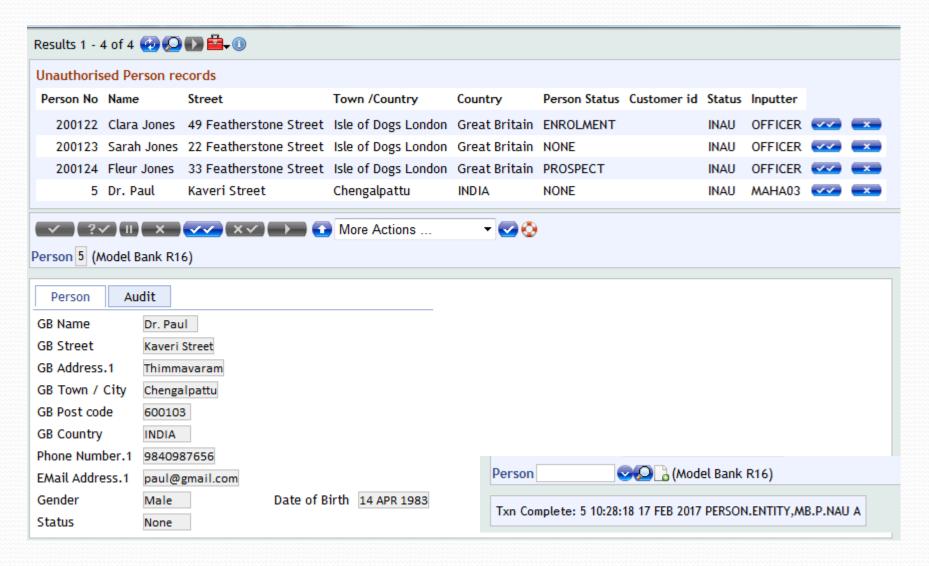
Person record other than prospect



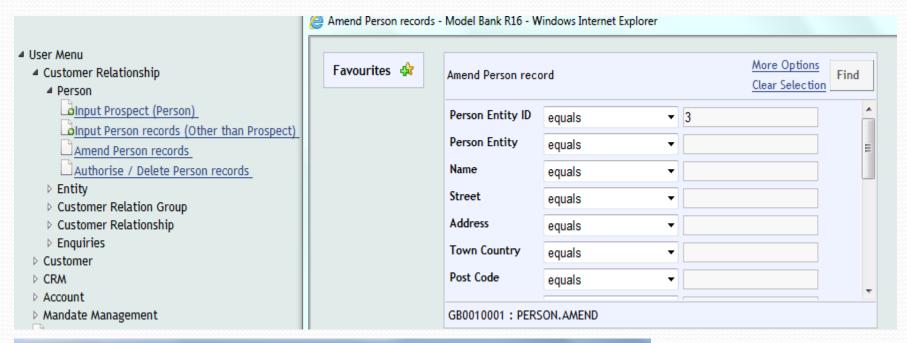


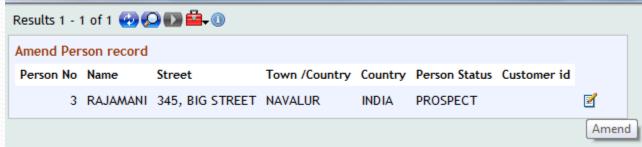
Txn Complete: 5 10:24:54 17 FEB 2017 PERSON.ENTITY,MB.P.INPUT I

Authorize the record

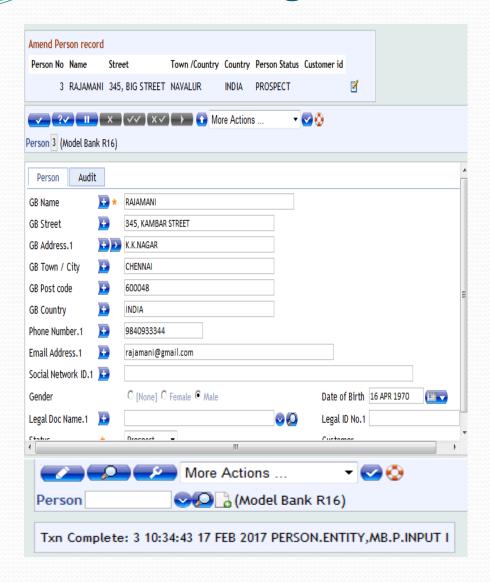


Person – Amend Record

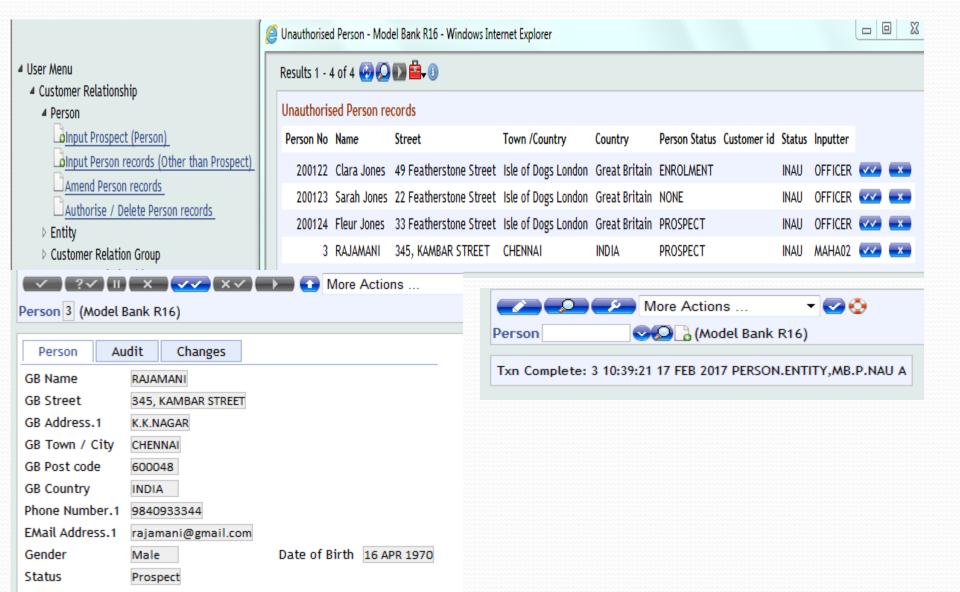




Amend Existing Record and Authorize



Authorize Amended record



Alerts Management

Customer - Subscription

