05 December 2022

Evening

**SERVICE TEAM HANDS ON - ( COUNTER CHEQUE INVENTORY MOVEMENT )**

**What is the purpose of these hands-on exercises?**

* To enable the end users to put into practice the recently acquired Finacle knowledge in readiness for the final switch over from BFUB, Branch Power and Bank Master to Finacle.
* To increase the proficiency level of Finacle by all end users.
* To ensure that the end user is able to execute all possible permutations of transactions or online processes on Finacle as currently performed on BFUB/Branch Power/Bank Master day to day.

**How will I access Finacle?**

* URL: <https://drcbssit.co-opbank.co.ke:51500/fininfra/ui/SSOLogin.jsp>
* Select Core\_CBKSIT solution

**What is expected of me?**

* Ensure all exercises are completed.
* Raise any challenges with the CBI team immediately they are encountered for support.
* Be committed to complete these exercises on time and share feedback.

**What happens when I complete the exercises?**

* Fill back the returns through the team leader after completion of the exercises
* Repeat the exercises as much as possible.
* Help your colleagues in the branch/department who may be stuck.

**Exercise Objectives**

1. Counter cheque issuance
2. Counter cheque issuance verification
3. Counter cheque destruction
4. Merge counter cheque
5. Counter cheque hand over

# Counter cheque issuance

1. Invoke menu (ICBK)
2. Enter account number
3. Select acknowledgement obtained as Yes
4. Enter cheque Type as counter cheque
5. Cheque with should be your PF
6. Click on search
7. Select the first cheque number e.g. 0000001
8. Click on submit for verification

# Counter cheque issuance verification

1. Verifier to invoke menu VICB
2. Enter account number or search for pending records
3. Select the record to be verified
4. View details
5. Click on submit to verify

# Counter cheque destruction

1. Invoke menu AIMBL
2. Select location class from is employee location (EM)
3. Select location code from is employee location (EMPLOYEE PF NUMBER)
4. Select destination location class as Destroy Location (DS)
5. Select destination location code is Destroy Location (DS)
6. Click on go
7. Click on add
8. Select inventory class Counter Cheque
9. Search on Inventory Type
10. Select cheque leave(s) to destroy, Begin and End serial numbers will auto populate
11. Click on submit for verification
12. Note inventory transaction id\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Verifier to verify using menu **VIMBL**

1. Verifier to Invoke menu VIMBL
2. Enter transaction ID or search from the searcher
3. On the table double click details under action to view details
4. Click submit to verify

# Merge counter cheques

1. Invoke menu MIOL
2. Select inventory class as Counter Cheque
3. Select inventory type as Counter Cheque
4. Indicate start serial number and quantity
5. Click on Submit
6. Inquire counter cheque (IIOL)

The process does not require verification

# Counter cheque hand over

1. Invoke menu AIMBL
2. Select location class from is employee location (EM)
3. Select location code from is employee location (EMPLOYEE PF NUMBER)
4. Select location class to is employee location (EM)
5. Select location code to is employee location (EMPLOYEE PF NUMBER, to receive counter cheques)
6. Click on go
7. Click on add
8. Select inventory class Counter Cheque
9. Search on Inventory Type
10. Select cheque leaves to hand over, Begin and End serial numbers will auto populate
11. Click on submit for verification
12. Note inventory transaction id\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. **Verifier to verify using VIMBL**