05 December 2022

Morning

**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 cheques inventory movement from external location (ZZ) to Double lock (DL)
2. Verification of counter cheque inventory movement (VIMBL)
3. Counter cheques inventory movement from Double lock (DL) to employee location (EM)
4. Counter cheque splitting (SIOL)

# Counter cheques inventory movement from external location (ZZ) to Double lock (DL)

1. Invoke menu AIMBL
2. Select location class from is external location (ZZ)
3. Select location code from is External Location (EXT)
4. Select destination location class as Double Lock (DL)
5. Select destination location code is Double Lock (DL)
6. Click on go
7. Click on add
8. Select inventory class Counter Cheque
9. Select inventory type as counter cheque
10. Select a start serial number e.g 0000001
11. Select end serial number e.g 0000100
12. Quantity should auto populate depending on serial numbers you have selected, for example (0000100-0000001) =100 leaves
13. Enter remarks
14. Click on submit for verification
15. Note inventory transaction id\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Verification of counter cheque inventory movement (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

# Counter cheques inventory movement from Double lock (DL) to employee location (EM)

1. Invoke menu AIMBL
2. Select location class from is double lock (DL)
3. Select location code from is double lock (DL)
4. Select destination location class as employee location (EM)
5. Select destination location code is employee location (Your PF number)
6. Click on go
7. Click on add
8. Select inventory class Counter Cheque
9. Select inventory type as counter cheque
10. Select a start serial number e.g 0000001
11. Select end serial number e.g 0000100
12. Quantity should auto populate depending on serial numbers you have selected, for example (0000100-0000001)=100 leaves

**NB** counter cheque should be already in vault and available to be issued to employee

1. Enter remarks
2. Click on submit for verification
3. Note inventory transaction id\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Verifier to verify using menu **VIMBL**

# Counter cheque splitting (SIOL)

1. Invoke menu **SIOL**
2. Select inventory class as counter cheque
3. Click on search
4. Select Counter cheque containing 100 leaves will be available in your location
5. Select continue
6. Enter items per unit as 1(one)
7. Enter no of units as 100
8. Click on submit

This process does not require verification