06 December 2022

Morning

**SERVICE TEAM HANDS ON -WEEK8 ( CHEQUE BOOK REQUEST )**

**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. Cheque book request
2. Cheque book request modification before verification
3. Cheque book request cancellation before verification
4. Cheque book request verification

# Cheque book request

1. Invoke menu **CHBRQ**
2. Select add on the function mode
3. Enter current account number with funds
4. Click on Go
5. Enter the number of cheque books
6. Select cheque type e.g. 50 leaves
7. Cheque book type should be Big
8. Search Address Type
9. Ensure charges are collected by checking on a checkbox for collection charges
10. In Identification Details, enter name, dialing code, mobile number, ID Type and ID/passport number
11. Submit for verification
12. Note request ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Cheque book request modification before verification

1. Invoke menu **CHBRQ**
2. Select modify on the function mode
3. Enter request Id or search
4. Select record to be modified
5. Click go
6. Modify number of cheques to 2
7. Modify cheque type to 100 leaves
8. Click submit for verification

# Cheque book request cancellation before verification

1. Invoke menu **CHBRQ**
2. Select Cancel on the function mode
3. Enter request Id or search
4. Select record to be cancelled
5. Click go
6. Submit to cancel the record (submit for verification).

# Cheque book request verification

1. Invoke menu **CHBRQ**
2. Enter request Id or search
3. Select the record to be verified
4. Confirm details are accurate e.g., account number, account name, number of cheque books, cheque type etc.
5. Submit to verify the record.