07 December 2022

Evening.

**SERVICE TEAM HANDS ON -WEEK8 (REVOKE STOP PAYMENTS)**

**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 by Saturday of that week.
* 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. Revoke stopped cheque payments
2. Verify revoke stopped cheque payments
3. Cancel stop cheque payments
4. Destroy cheque book
5. Verify cheque book destroy operation
6. Inquire cheque book

# Revoke stopped cheque payments

1. Invoke menu **RSCPS**
2. Enter account ID whose cheque had been stopped
3. Enter begin cheque number
4. Enter number of stopped cheque leaves to be revoked
5. Click submit
6. Record the ref number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Verify revoke stop cheque payment

1. verifier to invoke menu **VSCPS**
2. enter reference number or search using account number
3. click on search
4. enter begin cheque number and number of leaves
5. click on go to view details
6. click on submit

# cancel stopped cheque payment

1. invoke menu **CSCPS**
2. Enter account ID whose cheque had been stopped
3. Enter begin cheque number
4. Enter number of stopped cheque leaves to be cancelled
5. Click submit
6. Record the ref number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Verify cancel revoke stop cheque payment

1. verifier to invoke menu **VSCPS**
2. enter reference number or search using account number
3. click on search
4. enter begin cheque number and number of leaves
5. click on go to view details
6. click on submit

# Destroy cheque book

1. Invoke menu **DCB**
2. Enter account number
3. Enter begin cheque number
4. Enter the number of leaves
5. Click on go
6. Enter submit for verification

# Verify cheque book destroy operation

1. Verifier to invoke menu **VCBDO**
2. Enter account number
3. Click on go to view cheque book to be destroyed
4. Click submit

# Inquire cheque book

Invoke menu **ICB**

Click on view details

Confirm cheque status, used, unused, stopped