07 December 2022

Morning

**SERVICE TEAM HANDS ON -WEEK8 (STOP PAYMENT)**

**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. Stop payment of single cheque number
2. Stop payment of a range of cheque numbers
3. Verification of stop payment
4. Reprint of stop payment receipt

# Stop payment of a single cheque number

1. Invoke menu **SCPS**
2. Enter account number
3. Enter begin cheque number
4. Enter the number of cheque leaves as 1(one)
5. Enter cheque details, cheque date and amount and payee name
6. select stop payment mode e.g. Oral, Written
7. select reason code e.g. cheque reported lost
8. enter stop validity period
9. click on continue to view charges
10. submit for verification
11. enter ref number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Stop payment of a range of cheque numbers

1. Invoke menu **SCPS**
2. Enter account number
3. Enter begin cheque number
4. Enter the number of cheque leaves as 10(ten)
5. Enter cheque details, cheque date
6. select stop payment mode e.g., Oral, Written
7. select reason code description e.g., cheque reported lost
8. enter stop validity period
9. click on continue to view charges
10. submit for verification
11. enter ref number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# verification of stop 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 continue to view charges
7. click on submit
8. click on **PQR** to view stop cheque receipt

# Reprint of stop payment receipt

1. Invoke menu RSCPD
2. Enter account number
3. Enter advice date range (should include date that the cheque was stopped)
4. Click on search
5. Select the record populated
6. Click submit
7. Invoke menu PQR
8. Select stop payment record
9. Click preview or print or download