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**MEMO PADS**

**Memo Pad Establishment**

* Invoke Menu AMP
* Click on Go
* Select the appropriate memo pad function from the searcher
* Capture the intent from the drop-down menu
* Enter the topic
* Enter the memo text
* Enter the Account ID
* Select the appropriate security from the drop-down
* Click on Submit

**Memo Pad Verification**

* Invoke Menu VMP
* Under Memo Pad ID, click on the searcher and select the account to verify. If you know the account ID, go ahead and capture it at the A/c ID field.
* Click on search button
* Click on the check box and then click on the view details icon in order to view what the maker has done
* In order to go to the previous page click on the cancel button
* Click on the submit button
* Memo Pad verified successfully

**Modification of Memo Pads**

* Invoke Menu MMP
* Enter the Account ID and click on GO
* Click on the radio button and then select continue
* Proceed to amend the memo text field and exception code field then submit
* Memo Pad is modified successfully

**Verification is done via the menu VMP**

**Memo Pad Deletion**

* Invoke menu DMP (Delete Memo Pad)
* The user will search for the existing memo pad to be deleted using any of the below criteria and click on go: Account ID

Select the memo pad to be deleted from the list and click on continue. The following details will be auto populated on the screen. These details are not editable:

Memo Pad Function

Intent

Security

Topic

Memo Text

Account ID

* Click on submit to complete the process
* The system will generate a message “***The memo pad is deleted successfully***”

**Verification of Memo Pad Deletion**

* Invoke menu VMP
* The approver will search for the memo pad to be approved using any of the below criteria:
* Account ID
* The approver will search for the memo pad to be approved using any of the below criteria:
* Account ID
* Memo Pad ID >> recommended as the approver will be able to view the list of pending approvals
* Memo Pad function
* CIF ID
* Select the entry to be approved and click on search
* The Memo pad list will populate, the approver will select from the list and click on view details
* The following details will be auto populated on the screen. These details are not editable:

Memo Pad Function

* The following details will be auto populated on the screen. These details are not editable:
* Memo Pad Function
* Intent
* Security
* Topic
* Memo Text
* Account ID
* The approver will confirm the details then click on the close button on the pop-up screen
* Click on submit on complete the approval process.
* The system will generate a message “***The memo pad is verified successfully***”

**Inquire on Memo Pad**

* Invoke menu IMP
* The user will search for the memo pad to be approved using any of the below criteria and click on go:
* Account ID
* Memo Pad
* Memo Pad function
* CIF ID
* The memo pad list will indicate:
* Memo Pad ID
* Account ID
* Memo Pad Function
* User should click on the view details button to be able to view the memo pad summary
* The following details will be auto populated on the screen. These details are not editable:
* Memo Pad Function
* Intent
* Security
* Topic
* Memo Text