**SERVICE TEAM HANDS ON 28/11/2022 PM (Term deposit account opening, cancellation, modification before verification, verification, receipt printing and inquiry)**

**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?**

* Be available at the specified time to formally perform the assigned exercises.
* 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.

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# **Exercise Objectives**

Exercise 1(a). Open a normal term deposit account

Exercise 1(b). To successfully cancel newly opened term deposit before verification

Exercise 1(c). To successfully modify details of newly opened term deposit before verification

Exercise 1(d). Verify newly opened term deposit successfully

Exercise 1(e). To successfully print deposit receipt (acceptance confirmation report)

Exercise 1(f). To successfully inquire on term deposit

# **Exercise 1(a). Opening of a normal term deposit account**

1. Select the menu – “**OTDA**”
2. Enter the customer’s **CIF ID**
3. From the searcher, select scheme code as **TDMAT**
4. Click on Go to display customer’s account name
5. Input the amount being deposited under **Deposit/ installment amt** field (Kes 50,000 and above)
6. Under the **deposit period** field, input the tenure/ term of the deposit (max. of 12 months)
7. Under credit account details, capture the **interest a/c ID** and **repayment a/c ID** for the customer
8. Maintain auto closure value at **YES** (no renewal on deposit)
9. Nomination value must always be at **NO**
10. Select/ tick the **Term deposit funding details**
11. Select **Verification** at transaction creation during field
12. Select **Transfer** as the payment mode
13. Under **A/C ID** field, enter the customer’s account number to be debited
14. From the two icons adjacent to the A/C ID searcher, one can view a/c details and the customer’s signature
15. Click on continue to view nomination details
16. Since we do not maintain beneficiary details, click continue on nomination details to view general details field
17. Click on continue to view scheme details field
18. Click on continue to view the interest and tax details field
19. Click on continue to view the related party details field
20. Click on continue to view the renewal details field
21. On this page, Auto renewal must be maintained as **NO** as the auto closure value was maintained at **YES** (ref No. 8)
22. Click on continue to view the payment instructions details
23. Click on continue to visit the flow details
24. Click on **recompute flows**, then select continue to view signature mandates field
25. Click on continue to view denomination details field
26. Click on continue and the system will display document details field
27. Click on continue to capture the mandatory MIS code details ie **sector code, sub sector code, DSO code, business economic activity code, purpose of account, source of funds, bank specific sector code, bank specific sub sector code and ARO code.**
28. Click on continue then submit, the system will display the message ‘**’term deposit account is created and sent for verification successfully’’**

# **Exercise 1(b). Cancel Term deposit account opening before verification**

1. Select the menu – “**CTDAO**”
2. Enter the Term Deposit account ID you wish to **cancel**, you can get the same from the searcher
3. Click on **Go** to display the details of the Term deposit
4. **Click** on submit to cancel the term deposit account opened

# **Exercise 1(c). Modification of term deposit account opened before verification**

1. Select the menu – “**MOTDAV**”
2. Enter the Term Deposit account ID whose details you wish to **modify**, you can get the same from the searcher
3. Click on **Go** to display the details of the term deposit
4. **Modify/ amend** either amount, duration, interest credit account ID, repayment account ID or any MIS code details
5. **Submit** to send the request for verification

# **Exercise 1(d). Verification of term deposit account opening**

1. Select the menu – “**VTDAO**”
2. Input the term deposit account ID you wish to **verify**, the same can be retrieved from the searcher
3. Click on Go to counter check the account basic details
4. Click on continue to confirm the nomination details
5. Click on continue to verify the general details field
6. Click on continue to confirm the account scheme details
7. Click on continue to verify the interest and tax details
8. Click on continue to confirm the related party details
9. Click on continue to verify renewal details
10. Click on continue to confirm payment instructions
11. Click on continue to confirm term deposit flow details
12. Click on continue to view the signature mandates
13. Click on continue to confirm denomination details
14. Click on continue to view document details
15. Click on continue to confirm accuracy and completeness of MIS code details
16. Click on submit to verify the term deposit successfully

# **Exercise 1(e). Printing of deposit receipt (acceptance confirmation report)**

1. Select the menu – “**PDR**”
2. Enter the newly opened term deposit **account ID**
3. Click on **search**
4. Click on the **radio button** adjacent to the term deposit account no
5. Click on **continue** to display the details of the term deposit account opened
6. Click on **submit** to display the deposit receipt/ acceptance confirmation report
7. At the top right corner of the receipt is a print button and a download button to be used to print or download the receipt respectively.
8. Once the printing has been done, **print details** page will pop up, select **Submit**

# **Exercise 1(f). Inquiry on Term deposit account**

1. Select the menu – “**ITDA**”
2. Under the **Ac ID** field, enter the Term deposit account ID whose details you wish to inquire
3. Click on **Go** to display Term deposit account details