**SERVICE TEAM HANDS ON 29/11/2022 AM (Term deposit account modification, cancellation and verification of TD modification, Closure, cancellation and verification of TD closure)**

**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). To successfully modify term deposit account MIS code details

Exercise 1(b). To successfully cancel term deposit account modification

Exercise 1(c). To successfully verify Term deposit account modification

Exercise 1(d). To successfully close Term deposit account

Exercise 1(e). To successfully cancel Term deposit account closure

Exercise 1(f). To successfully verify Term deposit account closure

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

1. Select the menu – “**MTDA**”
2. Enter the customer’s **Account ID**
3. Click on **Go** to display the customer’s details
4. Go to **MIS code details** to amend any of the following details

* 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
* ARO code

1. Click on **Submit** to amend the term deposit successfully

# **Exercise 1(b). Cancel Term deposit account modification**

1. Select the menu – “**CTDAM**”
2. Enter the Term Deposit account ID whose modification 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 modification

# **Exercise 1(c). Verification of term deposit account modification**

1. Select the menu – “**VTDAM**”
2. Enter the Term Deposit account ID whose modification you wish to **verify**, you can get the same from the searcher
3. Click on **Go** to display the details of the term deposit
4. Click on **View Audit** to view the previous and current values of amended MIS code details
5. Visit the following fields to confirm correctness

* Basic account details
* Nomination details
* General details
* Scheme details
* Interest and tax details
* Related party details
* Renewal and closure details
* Deposit details
* Flow details
* MIS code details

1. **Submit** to verify the modification successfully

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

1. Select the menu – “**CTDA**”
2. Enter the Term Deposit account ID you wish to **close**
3. Confirm if the repayment account is correctly populated
4. Click on **closure preview** button to view the closure details
5. Collect penal interest field must be at **YES** if you paying the principal without the accrued interest and **NO** if you are paying principal plus the accrued interest
6. Click on **submit** to close the Term deposit successfully

# **Exercise 1(e). Cancel Term deposit account closure**

1. Select the menu – “**CTDAC**”
2. Enter the Term Deposit account ID whose closure 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 closure

# **Exercise 1(f). Verification of term deposit account closure**

1. Select the menu – “**VTDAC**”
2. Enter the Term Deposit account ID whose closure you wish to **verify**, you can get the same from the searcher
3. Click on **Go** to display the details of the term deposit being closed
4. Once the details have been confirmed, select **Submit** to close the term deposit successfully