**SERVICE TEAM HANDS ON 30/11/2022 PM (Opening of USD, GBP and EUR Term Deposit funded using KES account)**

**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 open Forex Term Deposits funded using Kes accounts

Exercise 1(b). To successfully verify Forex Term Deposit accounts

Exercise 1(c). To successfully inquire on Forex Term Deposit accounts

# **Exercise 1(a). Opening of Forex term deposit funded using a KES account**

1. **Opening of USD Term Deposit**
2. Select the menu – “**OTDA**”
3. Enter the customer’s **CIF ID**
4. From the searcher, select scheme code as **TDMAT**
5. Under CCY field, select **USD** currency code from the searcher
6. Click on Go to display customer’s account name
7. Input the amount being deposited under **Deposit/ installment amt** field
8. Under the **deposit period** field, input the tenure/ term of the deposit (max. of 12 months)
9. Under credit account details, capture the **interest a/c ID** and **repayment a/c ID** for the customer
10. Maintain auto closure value at **YES**
11. Nomination value must always be at **NO**
12. Select/ tick the **Term deposit funding details**
13. Select **Verification** at transaction creation during field
14. Select **Transfer** as the payment mode
15. Under **A/C ID** field, enter the customer’s account number to be debited (use a **KES** account)
16. From the two icons adjacent to the A/C ID searcher, one can view a/c details and the customer’s signature
17. Click on continue to view nomination details
18. Since we do not maintain beneficiary details, click continue on nomination details to view general details field
19. Click on continue to view scheme details field
20. Click on continue to view the interest and tax details field
21. Click on continue to view the related party details field
22. Click on continue to view the renewal details field
23. On this page, maintain AUTO RENEWAL value as **NO** as the auto closure value was maintained at **YES** (ref No. 8)
24. Click on continue to view the payment instructions details
25. Click on continue to visit the flow details
26. Click on **recompute flows**, then select continue to view signature mandates field
27. Click on continue to view denomination details field
28. Click on continue and the system will display document details field
29. 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.**
30. Click on continue then submit, the system will display the message ‘**’term deposit account is created and sent for verification successfully’’**
31. **Opening of GBP Term Deposit**
32. Select the menu – “**OTDA**”
33. Enter the customer’s **CIF ID**
34. From the searcher, select scheme code as **TDMAT**
35. Under CCY field, select **GBP** currency code from the searcher
36. Click on Go to display customer’s account name
37. Input the amount being deposited under **Deposit/ installment amt** field
38. Under the **deposit period** field, input the tenure/ term of the deposit (max. of 12 months)
39. Under credit account details, capture the **interest a/c ID** and **repayment a/c ID** for the customer
40. Maintain auto closure value at **YES**
41. Nomination value must always be at **NO**
42. Select/ tick the **Term deposit funding details**
43. Select **Verification** at transaction creation during field
44. Select **Transfer** as the payment mode
45. Under **A/C ID** field, enter the customer’s account number to be debited (use a **KES** account)
46. From the two icons adjacent to the A/C ID searcher, one can view a/c details and the customer’s signature
47. Click on continue to view nomination details
48. Since we do not maintain beneficiary details, click continue on nomination details to view general details field
49. Click on continue to view scheme details field
50. Click on continue to view the interest and tax details field
51. Click on continue to view the related party details field
52. Click on continue to view the renewal details field
53. On this page, maintain AUTO RENEWAL value as **NO** as the auto closure value was maintained at **YES** (ref No. 8)
54. Click on continue to view the payment instructions details
55. Click on continue to visit the flow details
56. Click on **recompute flows**, then select continue to view signature mandates field
57. Click on continue to view denomination details field
58. Click on continue and the system will display document details field
59. 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.**
60. Click on continue then submit, the system will display the message ‘**’term deposit account is created and sent for verification successfully’’**
61. **Opening of EUR Term Deposit**
62. Select the menu – “**OTDA**”
63. Enter the customer’s **CIF ID**
64. From the searcher, select scheme code as **TDMAT**
65. Under CCY field, select **EUR** currency code from the searcher
66. Click on Go to display customer’s account name
67. Input the amount being deposited under **Deposit/ installment amt** field
68. Under the **deposit period** field, input the tenure/ term of the deposit (max. of 12 months)
69. Under credit account details, capture the **interest a/c ID** and **repayment a/c ID** for the customer
70. Maintain auto closure value at **YES**
71. Nomination value must always be at **NO**
72. Select/ tick the **Term deposit funding details**
73. Select **Verification** at transaction creation during field
74. Select **Transfer** as the payment mode
75. Under **A/C ID** field, enter the customer’s account number to be debited (use a **KES** account)
76. From the two icons adjacent to the A/C ID searcher, one can view a/c details and the customer’s signature
77. Click on continue to view nomination details
78. Since we do not maintain beneficiary details, click continue on nomination details to view general details field
79. Click on continue to view scheme details field
80. Click on continue to view the interest and tax details field
81. Click on continue to view the related party details field
82. Click on continue to view the renewal details field
83. On this page, maintain AUTO RENEWAL value as **NO** as the auto closure value was maintained at **YES** (ref No. 8)
84. Click on continue to view the payment instructions details
85. Click on continue to visit the flow details
86. Click on **recompute flows**, then select continue to view signature mandates field
87. Click on continue to view denomination details field
88. Click on continue and the system will display document details field
89. 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.**
90. Click on continue then submit, the system will display the message ‘**’term deposit account is created and sent for verification successfully’’**

# **Exercise 1(b). Verification of Forex term deposit**

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(f). Inquiry on Forex Term deposit**

1. Select the menu – “**ITDA**”
2. Under the **Ac ID** field, enter the Term deposit account ID with renewal options
3. Click on **Go** to display the Forex Term deposit account details