**Posting of Atm/CDM Surplus**

1.Cash officer login using Atm user assigned to their Sol,

2.Invoke menu MCDTD

3.Under transaction type/subtype field, Select Cross CCY deposit without system cash account and click GO

4.Add button becomes active, click on the add button.

5.The default part transaction type defaults to credit, enter the Atm surplus account to be credited.

6. Under Transaction amount field, Input the differences amount,

7. Under transaction particulars field, input correct narrations i.e. (card number, stan number, Atm number, transaction date and client Id)

8.click on save and add new to populate the debit leg,

13. On the Part Transaction Type, select Debit and input Atm cash account to debit

15. Enter the differences amount or click on Fetch Contra Amount

16. Under transaction particulars input correct narrations i.e. (card number, stan number, Atm number, transaction date and client Id)

17. Save and preview. To have a preview of the transaction

18.Click on Submit then accept and forward to initiate a referral to the authorizer.

19.The Authorizer shall process the referral using menu MRI and the Cash officer shall use the same menu MRI on Atm user to complete the transaction of uplifting the surplus amount from the Atm cash account into the Atm surplus account.

**Debiting Atm/CDM surplus and Crediting the customer with Surplus**

1.Cash officer/Atm custodian login with their own user

2.Invoke menu MBITTD, on Transaction Creation, Default is in new status.

3.Under Transaction Type/Subtype-select bank induced

4.Click Go and then Add to create the transaction

5.Under Part Transaction type, on debit side, input the ATM surplus account number.

6. Under Transaction amount field, Input the differences amount,

7. Under transaction particulars field, input correct narrations i.e. (card number, stan number, Atm number, transaction date and client Id)

8.click on save and add new to populate the credit leg,

13. On the Part Transaction Type, select credit and input customer account to credit

15. Enter the differences amount or click on Fetch Contra Amount

16. Under transaction particulars input correct narrations i.e. (card number, stan number, Atm number, transaction date and client Id)

17. Save and preview. To have a preview of the transaction

18.Click on Submit then accept and forward to initiate a referral to the authorizer.

19.The Authorizer shall process the referral using menu MRI and the Cash officer shall use the same menu MRI to complete the transaction of uplifting the surplus amount from the Atm surplus account into customer account.

Expectations

ATM account debited

ATM surplus account credited

ATM surplus account debited

Customer account credited