**Posting of Atm Shortages**

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

2.Invoke menu MCWTD

3.Under transaction type/subtype field, Select Cross CCY withdrawal 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 debit, enter the Atm shortages account to be debited.

6. Under Transaction amount field, Input the shortages 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 Atm cash account to credit

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

16. Under transaction particulars field, 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 shortage amount from the Atm shortages account into the Atm cash account.

**Debiting the customer and crediting Atm shortages account**

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 the default is Debit, on account ID, input the customer account number to debit

6. Under Transaction amount field, Input the shortage 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 shortages 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 customer account into Atm shortages account.