**Demand draft movement - PROCESS FLOW SIMULATION**

**Objective**

1. To move demand draft inventory from BOS (external location) to the vault (double lock).
2. To move demand draft inventory from vault (double lock) to SSA (employee location).
3. To move demand draft inventory from Employee location (EM) to Destroyed Locations (DS)
4. To inquire of movement was successful

**Moving demand draft inventory from BOS (ZZ – External Location) to a Branch’s Vault (DL – Double Lock)**

For training purposes, the vault custodians will move demand draft inventory from BOS to the vault end to end. On production, BOS will initiate the movement and the vault custodians will verify the same upon receipt and confirmation of physical stock.

**Steps to be carried by the Vault user:**

1. Log into Finacle using the **Vault user under dual custody**
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke the menu **AIMBL (Add Inventory Movement Between Locations)**
4. On the field FROM LOCATION CLASS fetch **ZZ – External Location**
5. On the field FROM LOCATION CODE fetch **ZZ – External to the System**
6. On the field TO LOCATION CLASS fetch **DL- Double Lock**
7. On the field TO LOCATION CODE fetch **DL – Double Lock**
8. Click on the **GO** icon, and then click on the now activated **Add** icon
9. On the **Add Record** interface:
   1. Under INVENTORY CLASS fetch **DDS/DDLCY - Demand Draft Local Currency**
   2. Under INVENTORY TYPE fetch **DDS/DDLCY - Demand Draft Local Currency**
   3. On the START SERIAL NO field enter the staring serial number of the inventory received from BOS. For training purposes, enter the starting serial number as 000001
   4. On the END SERIAL NO field enter the ending serial number of the inventory received from BOS. For training purposes, enter the starting serial number as 001000.
   5. Note that the quantity will auto populate as 1000 (one thousand).
   6. Enter appropriate narrations on the TRANSACTION PARTICULARS field.
   7. Click on the **Save** icon.
10. Click on the **Submit** icon

**Steps to be carried by the Service Manager:**

1. Log into Finacle using the **Service Manager**
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke the menu **VIMBL (Verify Inventory Movement Between Locations)**
4. Fetch/Search the **Inventory Transaction ID**. The transaction date will automatically populate
5. Click on the **Go** icon
6. The records will auto-populate under **Inventory Details**
7. Click on the **View Details** icon to view the finer details of the transfer: range being moved, the inventory type, etc.
8. Click on the **Submit** icon to verify/approve

**How to inquire on demand drafts held in the vault - Steps to be carried out by the Service Manager:**

1. Log into Finacle using the **Service Manager**
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke the menu **IIAL**
4. On the field LOCATION CLASS fetch DL
5. On the field LOCATION CODE fetch DL
6. Click on the Submit icon
7. The movement will have been added and verified successfully.

**Moving demand draft inventory from a Branch’s Vault (DL – Double Lock) to the Cash Officer / SSAs (EM – Employee Location / SSAs PF number)**

The SSAs will initiate the movement based on the inventory range they have been given by the vault users. The Service Manager will then verify the movement.

**Steps to be carried by the SSAs:**

1. SSAs to log into Finacle using own
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke the menu **AIMBL (Add Inventory Movement Between Locations)**
4. On the field FROM LOCATION CLASS fetch **DL- Double Lock**
5. On the field FROM LOCATION CODE fetch **DL- Double Lock**
6. On the field TO LOCATION CLASS fetch **EM – Employee Location**
7. On the field TO LOCATION CODE fetch the **SSA’s PF number**
8. Click on the **GO** icon, and then click on the now activated **Add** icon
9. On the **Add Record** interface:
   1. Under INVENTORY CLASS fetch **DDS/DDLCY - Demand Draft Local Currency**
   2. Under INVENTORY TYPE fetch **DDS/DDLCY - Demand Draft Local Currency**
   3. For training purposes, Service Managers to allocate a series of 100 leaves e.g., from 000001 to 000100, 000101 to 000200, 000201 to 000300, etc. to each SSA, then:
      1. On the START SERIAL NO field enter the staring serial number of the inventory received from vault (as allocated by the SM).
      2. On the END SERIAL NO field enter the ending serial number of the inventory received from vault (as allocated by the SM).
   4. Note that the quantity will auto populate as 100 (one hundred).
   5. Enter appropriate narrations on the TRANSACTION PARTICULARS field.
   6. Click on the **Save** icon.
10. Click on the **Submit** icon

**Steps to be carried by the vault user:**

1. Log into Finacle using the **Service Manager**
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke the menu **VIMBL (Verify Inventory Movement Between Locations)**
4. Fetch/Search the **Inventory Transaction ID**. The transaction date will automatically populate
5. Click on the **Go** icon
6. The records will auto-populate under **Inventory Details**
7. Click on the **View Details** icon to dee the finer details of the transfer: range being moved, the inventory type, etc.
8. Click on the **Submit** icon. The inventory shall have been moved from the vault to the SSA/Cash officer

**How to inquire on demand drafts held by the SSA - Steps to be carried out by SSA:**

1. Log into Finacle using the **SSA user**
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke the menu **IIOL**
4. On the field LOCATION CLASS fetch EM
5. On the field LOCATION CODE fetch PF
6. Click on the Submit icon
7. The movement will have been added and verified successfully.

**Moving demand draft inventory from Employee Location (EM) to Destroyed location (DS)**

The SSA will initiate the movement based on the inventory/demand draft number to be destroyed. The Service Manager will then verify the movement.

**Steps to be carried by the SSAs:**

1. SSAs to log into Finacle using own user
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke the menu **AIMBL (Add Inventory Movement Between Locations)**
4. On the field FROM LOCATION CLASS fetch **EM- Employee Location**
5. On the field FROM LOCATION CODE fetch SSA’s **PF number**
6. On the field TO LOCATION CLASS fetch **DS – Destroyed Location**
7. On the field TO LOCATION CODE fetch DS-Destroyed Location
8. Click on the **GO** icon, and then click on the now activated **Add** icon
9. On the **Add Record** interface:
   1. Under INVENTORY CLASS fetch **DDS/DDLCY - Demand Draft Local Currency**
   2. Under INVENTORY TYPE fetch **DDS/DDLCY - Demand Draft Local Currency**
   3. On the START SERIAL NO field enter the staring serial number of the inventory to be destroyed. Eg;000004
   4. On the END SERIAL NO field enter the ending serial number of the inventory to be destroyed. Eg;000004
   5. Note that the quantity will auto populate as 1 (one).
   6. Enter appropriate narrations on the TRANSACTION PARTICULARS field
   7. Click on the **Save** icon.
10. Click on the **Submit** icon

**Steps to be carried by the Service Manager user:**

1. Log into Finacle using the **Service Manager**
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke the menu **VIMBL (Verify Inventory Movement Between Locations)**
4. Fetch/Search the **Inventory Transaction ID**. The transaction date will automatically populate
5. Click on the **Go** icon
6. The records will auto-populate under **Inventory Details**
7. Click on the **View Details** icon to dee the finer details of the transfer: range being moved, the inventory type, etc.
8. Click on the **Submit** icon. The inventory shall have been moved from the EM-employee Location to DS-Destroyed Location

**Inquiry on moved inventory by the SM**

To inquire on the moved inventory:

1. Invoke the menu IIAL (Inquire on Inventory at All Location)
2. The location class and location code fields should be blank
3. Click on **Search** icon.
4. Click on the **View Details** icon to view the specific details of the inventory held.

**Expected results:**

1. The SM should be able to view the inventory moved to destroyed location.