**Issuance of Demand Drafts**

The SSA should issue at least three (3) demand drafts and note down in their note books the following.

1. Beneficiary Name
2. Demand draft amount
3. Demand draft number

**Steps to be carried by the SSAs: 1st DD to charge kes-240**

1. SSAs to log into Finacle using own user
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke menu **IEDD**
4. Under type of instrument, using the drop-down arrow, select Demand draft for the account to be credited to auto populate
5. Under the payment amount CCY input KES
6. Under payment mode select transfer
7. Under transaction sub-type select customer induced
8. Under account ID enter client account number for the add to be activated
9. Click on the add button for the add record to populate
10. Under the payee’s name input the beneficiary’s name
11. Under the local cheque details select YES for the drawn-on details to populate
12. Under demand draft amount in put the demand draft amount
13. Under the charge amount, click on the pencil icon to view the charges and discount details
14. For the first DD select charges as Kes 200 and excise duty as 40 and click on accept for the charges to be picked
15. Click on the save and preview button
16. Under print demand draft select immediate, then submit the transaction for the print page to populate
17. Scroll down and click on submit for the DD to print
18. On the print confirmation details, click on the submit button

**Steps to be carried by the SSAs: 2nd DD to charge kes 120**

1. SSAs to log into Finacle using own user
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke menu **IEDD**
4. Under type of instrument, using the drop-down arrow, select Demand draft for the account to be credited to auto populate
5. Under the payment amount CCY input KES
6. Under payment mode select transfer
7. Under transaction sub-type select customer induced
8. Under account ID enter client account number for the add to be activated
9. Click on the add button for the add record to populate
10. Under the payee’s name input the beneficiary’s name
11. Under the local cheque details select YES for the drawn-on details to populate
12. Under demand draft amount in put the demand draft amount
13. Under the charge amount, click on the pencil icon to view the charges and discount details
14. Under action, click on the pencil icon, scroll down, under collected amount delete the default amount, type 100 and save. Excise duty amount will automatically change to 20
15. Click on the save and preview button
16. Under print demand draft select immediate, then submit the transaction for the print page to populate
17. Scroll down and click on submit for the DD to print
18. On the print confirmation details, click on the submit button

**Steps to be carried by the SSAs: 3rd DD -free**

1. SSAs to log into Finacle using own user
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke menu **IEDD**
4. Under type of instrument, using the drop-down arrow, select Demand draft for the account to be credited to auto populate
5. Under the payment amount CCY input KES
6. Under payment mode select transfer
7. Under transaction sub-type select customer induced
8. Under account ID enter client account number for the add to be activated
9. Click on the add button for the add record to populate
10. Under the payee’s name input the beneficiary’s name
11. Under the local cheque details select YES for the drawn-on details to populate
12. Under demand draft amount in put the demand draft amount
13. Under the charge amount, click on the pencil icon to view the charges and discount details
14. Under action, click on the pencil icon, scroll down, under collected amount delete the default amount, type 0 and save. Excise duty amount will automatically change to 0
15. Click on the save and preview button
16. Under print demand draft select immediate, then submit the transaction for the print page to populate
17. Scroll down and click on submit for the DD to print
18. On the print confirmation details, click on the submit button