**Payment of Demand draft (settlement)**

1. SSAs to log into Finacle using own user
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke menu **PDD**
4. Under type of instrument, using the dropdown arrow, select demand draft for the DD account to be debited to auto populate
5. Under payment amount CCY type KES
6. Under payment mode select transfer
7. Under transaction type using the drop-down arrow select customer induced
8. Input the customer account to be credited, then tab out for the add button to be activated
9. Click on the ADD button
10. Under demand draft number, on the line labeled number, input the demand draft number to be paid (pick one of the 3 demand drafts issued above)
11. Input the Issue date
12. The Demand draft amount
13. Under local cheque, select YES for the issued by details to auto populate
14. Click on save and preview button
15. Under Additional details, type DDS or use the searcher to select DDS
16. Click on the Submit button for the DD to be paid successfully

**Cancellation of Demand Draft (Re-purchase)**

1. SSAs to log into Finacle using own user
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke menu **CDDT**
4. Under Non-system demand draft, select **NO**
5. Under demand draft number input the demand number to be cancelled
6. Input the issue date
7. On collect charges, select YES
8. Click on the GO button
9. Under cancellation payment mode, select transfer
10. Customer account, demand draft amount, charge amount, total refund amount will auto populate
11. Under remarks, in put reason why the DD is being repurchased
12. Click the submit button
13. The DD will have successfully been repurchased