**Demand draft inquiry menus and reports**

**IDDT-Inquire on Demand Draft**

Given that the menu has several search criteria, the SSA can use the menu to make any inquiry on demand drafts,

For example, if an SSA has issued a DD and forgot to note down the details, the following steps can be used to retrieve the details

1. SSAs to log into Finacle using own user
2. Select the Solution as “**Core-CBKSIT**”
3. Invoke menu **IDDT**
4. Under demand draft status, using the drop-down arrow, select UNPAID
5. Input the date range and click on search
6. The system will display a list of the unpaid cheques issued between the specified date range

**PDDT-Print Demand Draft**

When issuing a DD using the IEDD menu and the SSA forgets to select the IMMEDIATE under Print Demand Draft, the SSA can use the PDDT menu to complete the issuance process following the steps below

1. Invoke menu PDDT
2. Input the transaction ID
3. Input the date
4. Serial number as 1
5. Click on GO
6. Details will populate, DD number, amount, beneficiary, charges, etc
7. Scroll down and click on the submit button to print the DD

**BGDDIR-Batch Generate Demand Draft Issue Report**

The menu will be used by the SM to generate reports for DDs issued for a specific period following the below steps

1. Under report to select manager
2. Under title type Demand draft issued report
3. Select the range
4. Select the SOL
5. Under status select ISSUED
6. Click on the submit button
7. Invoke menu PQR to view or print the report