**MCITTD (Maintain Customer Induced Transfer Transaction Details)**

**1. Transfer of Funds from customer KES account to customer KES account**

1. Log in to Finacle
2. Invoke menu MCITTD
3. Under Transaction Type/Subtype, select Customer Induced.
4. Click Go.
5. Click on ADD
6. Under A/C ID, input KES account number to debit.
7. Under Transaction Amount, enter amount.
8. Under Print Advice select online.
9. Input Narration under Transaction Particulars.
10. Click on Save and Add New.
11. Under A/C ID, input KES account number to credit.
12. Click on Fetch Contra. (The Transaction amount and Transaction currency auto populates).
13. Under Print Advice select online.
14. Input Narration under Transaction Particulars.
15. Click on Save and preview.
16. Enter the Full Name of the person conducting the transaction. **Note: If the Account has received cash above 1M in a day, enter the description/purpose of the transaction.**
17. Click on Submit. The referrals interface pops up. Click on **Accept and Forward**. The referral goes to Approver.
18. The approver will Invoke menu, **MRI (Maintain Referral Inbox)** and then:
    1. Click on **Edit**, and then click on **Search**.
    2. Select the **referral ID** to approve then click on click on **Continue**
    3. Click on TRANSACTION DETAILS to see the details of the transaction. Click on **Cancel**.
    4. Under REFERRAL ACTION, select **Approve**.
    5. Under referral REMARKS CODE, **select as 001**.
    6. Click on **Submit**
19. SSA will invoke menu **MRI (Maintain Referral Inbox**) and then:
    1. Click on **Edit**, then select **Referred by me**, and then click on **Search**.
    2. Select **referral ID** and then click on **Submit transaction**.
    3. Click on **Submit** to post the transaction.

**To confirm if the accounts has been affected accordingly**

1. Invoke menu IAL (Inquire on Account Ledger).
2. Under A/C ID, input account number debited OR credited.
3. Click on search.