**TELLER BALANCING FOR DEMAND DRAFTS**

The following steps are followed by the checking officer to generate demand draft specifications

1. Invoke menu CBCQR
2. Select teller as the officer id
3. Under reconciliation type, select presigned below KES300000
4. Input the SSA’s username as the user id
5. Click on GO
6. The system populates the date, opening balance, chqs received, chqs sold, chqs spoilt and the balance carried forward
7. Click on submit
8. Invoke menu CBCQR again
9. Select checking officer as the officer id
10. Input the SSA’s username as the user id
11. Click on go
12. The system populates the date, opening balance, chqs received, chqs sold, chqs spoilt and the balance carried forward
13. Click on submit
14. Invoke menu PQR (can be done by either the SSA or the checker)
15. Click on search, the system gives a list of all reports generated during the day
16. Select the specifications one by one then click on download
17. Repeat the same procedure for “undersigned above kes300000”

**Demand draft surprise checks**

The following steps are followed by the checking officer for a demand draft surprise check

1. Invoke menu CBCQR
2. Select teller as the officer id
3. Under reconciliation type, select presigned below KES300000
4. Input the SSA’s username as the user id
5. Click on GO
6. The system populates the date, opening balance, chqs received, chqs sold, chqs spoilt and the balance carried forward
7. Click on submit
8. Invoke menu CBCQR again
9. Select checking officer as the officer id
10. Input the SSA’s username as the user id
11. Click on go
12. The system populates the date, opening balance, chqs received, chqs sold, chqs spoilt and the balance carried forward
13. Click on submit
14. Invoke menu PQR (can be done by either the SSA or the checker)
15. Click on search, the system gives a list of all reports generated during the day
16. Select the specifications one by one then click on download
17. Repeat the same procedure for “undersigned above kes300000”

In order to generate the surprise certificate,

1. Invoke menu GCR
2. Under template description
3. Select bank cheque reconciliation
4. Click on go
5. Fill the “report to” and “output file name” fields
6. Submit
7. Click on print
8. Print the certificate generated
9. Fill the certificate accordingly

**The following steps are followed for a demand draft hand over process**

1. Invoke menu CBCQR
2. Select teller as the officer id
3. Under reconciliation type, select presigned below KES300000
4. Input the SSA’s username as the user id
5. Click on GO
6. The system populates the date, opening balance, chqs received, chqs sold, chqs spoilt and the balance carried forward
7. Click on submit
8. Invoke menu CBCQR again
9. Select checking officer as the officer id
10. Input the SSA’s username as the user id
11. Click on go
12. The system populates the date, opening balance, chqs received, chqs sold, chqs spoilt and the balance carried forward
13. Click on submit
14. Invoke menu PQR (can be done by either the SSA or the checker)
15. Click on search, the system gives a list of all reports generated during the day
16. Select the specifications one by one then click on download
17. Repeat the same procedure for “undersigned above kes300000”

In order to generate the handover certificate,

1. Invoke menu GCR
2. Under template description
3. Select bank cheque reconciliation
4. Click on go
5. Fill the “report to” and “output file name” fields
6. Submit
7. Click on print
8. Print the certificate generated
9. Fill the certificate accordingly