**DELETION OF TRANSACTIONS IN ENTERED STATUS**

Before deleting transactions in entered status, a report of the same should first be generated as follows

1. Invoke menu GFTRT
2. On the MRT file name field, use the search icon to select a file name
3. Click on transaction details
4. Under transaction status select “entered” from the drop down
5. Click on submit
6. Invoke menu PQR
7. Click on search
8. Select the report generated
9. Click on download
10. Review the report and decide whether to delete the transactions or not

To delete transactions in entered status,(DTDS for SSA and DTES for SM’s)

1. Invoke menu DTDS/DTES
2. The sol id auto populates
3. Click on search
4. Select the transaction to be deleted
5. Click on submit

**CASH REPORTS**

1. **Teller cash log**

1.Invoke menu GCR  
2. Click on the search icon on the template description field  
3. Select teller cash log  
4. Click on GO  
5. Fill thetransaction date, report to and output file name fields  
6. Click on submit  
7. Click on print

**b. transaction list**

1.Invoke menu GCR  
2. Click on the search icon on the template description field  
3. Select teller cash log  
4. Click on GO  
5. Fill the transaction date, report to, output file name, sol id and bank id fields  
6. Click on submit  
7. Click on print

**c. transaction log**

1.Invoke menu GCR  
2. Click on the search icon on the template description field  
3. Select transaction log  
4. Click on GO  
5. Fill the transaction date, report to, output file name, sol id and bank id fields  
6. Click on submit  
7. Click on print

**VOUCHER MANAGEMENT**

Once transactions have been posted, the following steps are followed to do the checking

1. log in to the checker system
2. the system populates a list of transactions posted
3. Click on the transaction id for any of the transactions listed
4. The system populates the following details: transaction id, date, account number and date, the contra account, amount, transaction type (whether cr/dr), branch, teller id, tran code, value date and the narration.
5. Compare the details above to the ones captured on the voucher displayed on the right hand ride of the screen
6. Click on “signature”
7. Compare the signature saved in the system to what was appended by the customer on the voucher displayed
8. Give comments on the “comment” field
9. Select a decision action (either okay or wrongly posted”

For missing vouchers,

1. log in to the checker system
2. click on the menu icon
3. select missing vouchers
4. the system populates a list of transactions with missing vouchers
5. Click on the transaction id for any of the transactions listed
6. The system populates the following details: transaction id, date, account number and date, the contra account, amount, transaction type (whether cr/dr), branch, teller id, tran code, value date and the narration.
7. Give comments on the “comment” field
8. Select a decision action (either voucher retrieved, wrongly posted but corrected, okay or wrongly posted”

To search for a specific transaction,

1. log in to the checker system
2. click on the menu icon
3. click on detailed search
4. fill the transaction date and transaction id fields
5. click on filter
6. the system populates the transaction
7. Click on the transaction id of the transaction displayed
8. The system populates the following details: transaction id, date, account number and date, the contra account, amount, transaction type (whether cr/dr), branch, teller id, tran code, value date and the narration.
9. Compare the details above to the ones captured on the voucher displayed on the right hand ride of the screen
10. Click on “signature”
11. Compare the signature saved in the system to what was appended by the customer on the voucher displayed
12. Give comments on the “comment” field
13. Select a decision action (either okay or wrongly posted”