**Day2am – Cash account management**

**How to assign a cash account in Finacle**

1. The Service Manager to invoke Menu **ATCA (Add Teller Cash Aaccount).**
2. Under **Employee ID** input the SSA’s PF Number.
3. Click on the **Go** icon.
4. Click on the **ADD** icon.
5. Under **Cash Placeholder**, Click on the searcher.
6. Select placeholders from 010010001 to 010010010, the first being to the Cash officer.
7. Choose the currency (**CCY**), starting with **KES**, then click on **Save and Add New.**
8. Repeat steps six and seven to add all the applicable currencies. For step six, the Service Manager to assign a different placeholder to each staff. No two staff should share the same placeholder. After capturing the last currency, click on **Save and Preview** to confirm the Service Manager has added all currencies correctly.
9. Click on the **Submit** icon
10. Let the Branch Manager approve using Menu **VTCA (Verify Teller Cash Account).**
11. Under **Employee ID** input the SSA’s PF Number.
12. Click on the **Go** icon.
13. Confirm ALL the **details** are accurate
14. Click on the **Submit** icon to complete the process.

**How to modify cash accounts on Finacle to add more currencies to an SSA**

1. The Service Manager to invoke Menu **MTCA (Modify Teller Cash Account).**
2. Under **Employee ID** input the SSA’s PF Number.
3. Click on the **Go** icon. You will see the existing cash accounts assigned to the SSA.
4. Click on the **ADD** icon.
5. Under **Cash Placeholder**, Click on the searcher.
6. Select the SSA’s placeholder.
7. Choose the currency (**CCY**) to add then click on **Save and Preview.**
8. Click on the **Submit** icon
9. Let the Branch Manager approve using Menu **VTCA (Verify Teller Cash Account).**
10. Under **Employee ID** input the SSA’s PF Number.
11. Click on the **Go** icon.
12. Confirm ALL the **details** are accurate
13. Click on the **Submit** icon to complete the process.

**How to modify cash accounts on Finacle to delete some currencies from an SSA**

1. The Service Manager to invoke Menu **MTCA (Modify Teller Cash Account).**
2. Under **Employee ID** input the SSA’s PF Number.
3. Click on the **Go** icon. You will see the existing cash accounts assigned to the SSA.
4. Click on the **Delete** icon next to the cash account(s) you wish to delete
5. Confirm that the cash accounts marked for deletion are struck through
6. Click on the **Submit** icon
7. Let the Branch Manager approve using Menu **VTCA (Verify Teller Cash Account).**
8. Under **Employee ID** input the SSA’s PF Number.
9. Click on the **Go** icon.
10. Confirm ALL the **details** are accurate
11. Click on the **Submit** icon to complete the process.

**How to cancel an initiated modification of cash accounts before verification**

1. The Service Manager to invoke Menu **MTCA (Modify Teller Cash Account).**
2. Under **Employee ID** input the SSA’s PF Number.
3. Click on the **Go** icon. You will see the existing cash accounts assigned to the SSA.
4. Proceed to initiate an amendment – add or delete cash accounts for selected currencies.
5. Click on the **Submit** icon
6. To withdraw, invoke menu **CTCAV (Cancel Teller Cash Account Before Verification).**
7. Under **Employee ID** input the SSA’s PF Number.
8. Click on the **Go** icon.
9. Confirm the modification to withdraw
10. Click on the **Submit** icon to complete the process.

**How to inquire on cash accounts and view for all staff per currency**

1. Invoke the menu **ITCPC (Inquire on Teller Cash Position for Currency)**
2. Enter the **currency** to inquire on
3. Click on the **Search** icon

**How to inquire on teller cash accounts per staff**

1. Invoke the menu **ITCA (Inquire on Teller Cash Account)**
2. Under EMPLOYEE ID, enter the SSA’s **PF number**
3. Click on the **Go** icon