**APPROVING A CASH DEPOSIT WITH A REFERRAL**

**Steps:**

1. Log into Finacle with own credentials
2. Select the Solution as “**Core CBKSIT**”
3. Invoke the menu **MCDTD (Maintain Cash Deposit Transaction Details)**
4. Under TRANSACTION TYPE/SUBTYPE, select the option **Cross CCY deposit with system cash account**
5. Click on **GO**, and then under TRANSACTION SUMMARY click on **Add**
6. Under the field A/C. ID enter an **active account number**
7. Enter TRANSACTION AMOUNT as **1020000.** The **currency auto-populates** to KES.
8. Under TRANSACTION PARTICULARS, capture the **narrations as appropriate**
9. Enter FULL NAME OF PERSON CONDUCTING TRANSACTION as per the account chosen.
10. Enter DESCRIPTION / PURPOSE OF THE TRANSACTION **as appropriate**
11. You have the option of printing the balance on receipt (for account signatories) and uploading a supporting document for high value transactions where necessary.
12. Capture the DENOMINATIONS DETAILS appropriately and then click on **Save**
13. Click on **Submit**. The referrals interface pops up. Click on **Accept and Forward**. The referral goes to Approver.
14. The approver will Invoke menu, **MRI (Maintain Referral Inbox)** and then:
    1. Click on **Edit** 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 appropriate**. Alternatively, **type your remarks** manually on the REMARKS field.
    6. Click on **Submit**
15. SSA will invoke menu **MRI (Maintain Referral Inbox**) and then:
    1. Click on **Edit**, then click on **Referred by me**, and then click on **Search**.
    2. Select **referral ID** and then click on **Submit transaction**.
    3. On the new window, click on **Submit** to post the transaction. ***Note the Transaction ID of the successful cash deposit transaction. See the receipt generated.***

**REJECTING A CASH DEPOSIT WITH A REFERRAL.**

**Steps:**

1. Log into Finacle with own credentials
2. Select the Solution as “**Core CBKSIT**”
3. Invoke the menu **MCDTD (Maintain Cash Deposit Transaction Details)**
4. Under TRANSACTION TYPE/SUBTYPE, select the option **Cross CCY deposit with system cash account**
5. Click on **GO**, and then under TRANSACTION SUMMARY click on **Add**
6. Under the field A/C. ID enter an **active account number**
7. Enter TRANSACTION AMOUNT as **1020000.** The **currency auto-populates** to KES.
8. Under TRANSACTION PARTICULARS, capture the **narrations as appropriate**
9. Enter FULL NAME OF PERSON CONDUCTING TRANSACTION as per the account chosen.
10. Enter DESCRIPTION / PURPOSE OF THE TRANSACTION **as appropriate**
11. You have the option of printing the balance on receipt (**for account signatories only)** and uploading a supporting document for high value transactions where necessary.
12. Capture the DENOMINATIONS DETAILS appropriately and then click on **Save**
13. Click on **Submit**. The referrals interface pops up. Click on **Accept and Forward**. The referral goes to Approver.
14. The approver will Invoke menu, **MRI (Maintain Referral Inbox)** and then:
    1. Click on **Edit** then click on **Search**.
    2. Select the **referral ID** to reject 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 **Decline.**
    5. Under referral REMARKS CODE, **select as appropriate**. Alternatively, **type your remarks** manually on the REMARKS field.
    6. Click on **Submit**
15. SSA will invoke menu **MRI (Maintain Referral Inbox**) and then:
    1. Click on **Edit**, then click on **Referred by me**, and then click on **Search**.
    2. Select **referral ID** and then click on **continue.**
    3. On the new window, click on **Continue** to reject the transaction. Use the searcher to input the referral remarks code and then click on submit.

**MODIFYING A CASH DEPOSIT WITH A REFERRAL WHICH HAS BEEN APPROVED.**

**Steps:**

1. Log into Finacle with own credentials
2. Select the Solution as “**Core CBKSIT**”
3. Invoke the menu **MCDTD (Maintain Cash Deposit Transaction Details)**
4. Under TRANSACTION TYPE/SUBTYPE, select the option **Cross CCY deposit with system cash account**
5. Click on **GO**, and then under TRANSACTION SUMMARY click on **Add**
6. Under the field A/C. ID enter an **active account number**
7. Enter TRANSACTION AMOUNT as **1020000.** The **currency auto-populates** to KES.
8. Under TRANSACTION PARTICULARS, capture the **narrations as appropriate**
9. Enter FULL NAME OF PERSON CONDUCTING TRANSACTION as per the account chosen.
10. Enter DESCRIPTION / PURPOSE OF THE TRANSACTION **as appropriate**
11. You have the option of printing the balance on receipt (**for account signatories only)** and uploading a supporting document for high value transactions where necessary.
12. Capture the DENOMINATIONS DETAILS appropriately and then click on **Save**
13. Click on **Submit**. The referrals interface pops up. Click on **Accept and Forward**. The referral goes to Approver.
14. The approver will invoke menu, **MRI (Maintain Referral Inbox)** and then:
    1. Click on **Edit** 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 appropriate**. Alternatively, **type your remarks** manually on the REMARKS field.
    6. Click on **Submit**
15. SSA will invoke menu **MRI (Maintain Referral Inbox**) and then:
    1. Click on **Edit**, then click on **Referred by me**, and then click on **Search**.
    2. Select **referral ID** and then click on **continue**
    3. On the new window, click on **Modify Transaction** to modify the transaction.
    4. A new window for the cash deposit transaction will display.
    5. Click on the **EDIT** button next to the account number to modify any details of the transaction.
    6. Transaction will re-send a referral to the authorizer.

**WITHDRAWING AN APPROVED CASH DEPOSIT WITH A REFERRAL**

1. Log into Finacle with own credentials
2. Select the Solution as “**Core CBKSIT**”
3. Invoke the menu **MCDTD (Maintain Cash Deposit Transaction Details)**
4. Under TRANSACTION TYPE/SUBTYPE, select the option **Cross CCY deposit with system cash account**
5. Click on **GO**, and then under TRANSACTION SUMMARY click on **Add**
6. Under the field A/C. ID enter an **active account number**
7. Enter TRANSACTION AMOUNT as **1020000.** The **currency auto-populates** to KES.
8. Under TRANSACTION PARTICULARS, capture the **narrations as appropriate**
9. Enter FULL NAME OF PERSON CONDUCTING TRANSACTION as per the account chosen.
10. Enter DESCRIPTION / PURPOSE OF THE TRANSACTION **as appropriate**
11. You have the option of printing the balance on receipt (**for account signatories only)** and uploading a supporting document for high value transactions where necessary.
12. Capture the DENOMINATIONS DETAILS appropriately and then click on **Save**
13. Click on **Submit**. The referrals interface pops up. Click on **Accept and Forward**. The referral goes to Approver.
14. The approver will Invoke menu, **MRI (Maintain Referral Inbox)** and then:
    1. Click on **Edit** 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 appropriate**. Alternatively, **type your remarks** manually on the REMARKS field.
    6. Click on **Submit**
15. SSA will invoke menu **MRI (Maintain Referral Inbox**) and then:
    1. Click on **Edit**, then click on **Referred by me**, and then click on **Search**.
    2. Select **referral ID** and then click on **Continue.**
    3. On the new window, input the **referral remarks code** and then click on **submit**