**SIMPLE CASH WITHDRAWAL**

1. Log into Finacle with own credentials
2. Select the Solution as “**Core\_CBKSIT**”
3. Invoke the menu **MCWTD (Maintain Cash Withdrawal Transaction Details)**
4. Under TRANSACTION TYPE/SUBTYPE, select the option **Cross CCY withdrawal with system cash account** then click on **GO**
5. Under TRANSACTION SUMMARY click on **Add**
6. Under the field A/C. ID enter account number.
7. Enter TRANSACTION AMOUNT as **Kes 15200.** Note the **currency auto-populates** to KES.
8. Under TRANSACTION PARTICULARS, input the narration.
9. Enter FULL NAME OF PERSON CONDUCTING TRANSACTION.
10. Enter DESCRIPTION / PURPOSE OF THE TRANSACTION.
11. Capture the DENOMINATIONS DETAILS appropriately and then click on **Save**
12. Click on **Submit** to post the transaction. ***Note the Transaction ID of the successful cash withdrawal transaction. See the receipt generated if it meets your expectations.***

**To confirm if the account 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

**CASH WITHDRAWAL WITH A GET BACK**

1. Log into Finacle with own credentials
2. Select the Solution as “**Core\_CBKSIT**”
3. Invoke the menu **MCWTD (Maintain Cash Withdrawal Transaction Details)**
4. Under TRANSACTION TYPE/SUBTYPE, select the option **Cross CCY withdrawal with system cash account** then click on **GO**
5. Under TRANSACTION SUMMARY click on **Add**
6. Under the field A/C. ID enter account number.
7. Enter TRANSACTION AMOUNT as **Kes 15200.** Note the **currency auto-populates** to KES.
8. Under TRANSACTION PARTICULARS, input the narration.
9. Enter FULL NAME OF PERSON CONDUCTING TRANSACTION.
10. Enter DESCRIPTION / PURPOSE OF THE TRANSACTION.
11. Capture the DENOMINATIONS DETAILS as follows. 15 notes of 1000.On the column of Get back, input 1 note of sh.500. On the column of payback, input 3 notes of sh.100.
12. Click on **Submit** to post the transaction. ***Note the Transaction ID of the successful cash withdrawal transaction. See the receipt generated if it meets your expectations.***

**To confirm if the account 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

**CASH WITHDRAWAL FROM AN HEKIMA ACCOUNT**

1. Log into Finacle with own credentials
2. Select the Solution as “**Core\_CBKSIT**”
3. Invoke the menu **MCWTD (Maintain Cash Withdrawal Transaction Details)**
4. Under TRANSACTION TYPE/SUBTYPE, select the option **Cross CCY withdrawal with system cash account** then click on **GO**
5. Under TRANSACTION SUMMARY click on **Add**
6. Under the field A/C. ID enter account number.
7. Enter TRANSACTION AMOUNT as **Kes 15200.** Note the **currency auto-populates** to KES.
8. Under TRANSACTION PARTICULARS, input the narration.
9. Enter FULL NAME OF PERSON CONDUCTING TRANSACTION.
10. Enter DESCRIPTION / PURPOSE OF THE TRANSACTION.
11. Capture the DENOMINATIONS DETAILS appropriately and then click on **Save**
12. Click on **Submit** to post the transaction. ***Note the Transaction ID of the successful cash withdrawal transaction. See the receipt generated if it meets your expectations.***

**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

**CASH WITHDRAWAL FROM A STAFF ACCOUNT.**

1. Log into Finacle with own credentials
2. Select the Solution as “**Core\_CBKSIT**”
3. Invoke the menu **MCWTD (Maintain Cash Withdrawal Transaction Details)**
4. Under TRANSACTION TYPE/SUBTYPE, select the option **Cross CCY withdrawal with system cash account** then click on **GO**
5. Under TRANSACTION SUMMARY click on **Add**
6. Under the field A/C. ID enter account number.
7. Enter TRANSACTION AMOUNT as **Kes 15200.** Note the **currency auto-populates** to KES.
8. Under TRANSACTION PARTICULARS, input the narration.
9. Enter FULL NAME OF PERSON CONDUCTING TRANSACTION.
10. Enter DESCRIPTION / PURPOSE OF THE TRANSACTION.
11. Capture the DENOMINATIONS DETAILS appropriately and then click on **Save**
12. Click on **Submit** to post the transaction. ***Note the Transaction ID of the successful cash withdrawal transaction. See the receipt generated if it meets your expectations.***

**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

**CROSS CURRENCY CASH WITHDRAWAL**

1.Log into Finacle with own credentials

2.Select the Solution as “**Core\_CBKSIT**”

3.Invoke the menu **MCWTD (Maintain Cash Withdrawal Transaction Details)**

4.Under TRANSACTION TYPE/SUBTYPE, select the option **Cross CCY withdrawal with system cash account** then click on **GO**

5.Under TRANSACTION SUMMARY click on **Add**

6.Under the field A/C. ID enter account number.

7.Enter TRANSACTION AMOUNT then enter the transaction currency

8.Under TRANSACTION PARTICULARS, input the narration.

9.Enter FULL NAME OF PERSON CONDUCTING TRANSACTION.

10.Enter DESCRIPTION / PURPOSE OF THE TRANSACTION.

11.Capture the DENOMINATIONS DETAILS appropriately and then click on **Save**

12.Click on **Submit** to post the transaction. ***Note the Transaction ID of the successful cash withdrawal transaction. See the receipt generated if it meets your expectations.***

**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