**CASH WITHDRAWAL USING A CHEQUE INSTRUMENT.**

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 current account number.
7. Enter TRANSACTION AMOUNT as **Kes 15200.** Note the **currency auto-populates** to KES.
8. Under INSTRUMENT TYPE, select **Cheque (CHQ)**
9. Under INSTRUMENT ALPHA/SERIAL NUMBER, enter the unused cheque number on the **Number** field.
10. Capture the INSTRUMENT DATE as indicated on the cheque
11. Under TRANSACTION PARTICULARS, enter the transaction particulars.
12. Enter FULL NAME OF PERSON CONDUCTING TRANSACTION.
13. Enter DESCRIPTION / PURPOSE OF THE TRANSACTION.
14. Capture the DENOMINATIONS DETAILS appropriately and then click on **Save**
15. 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 INUA JAMII 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 JUMBO JUNIOR 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 AN OFFICE 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 office account number for **security guarding.**
7. Enter TRANSACTION AMOUNT as **KES 1200.** 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. The transaction will send a referral.
13. The head teller invokes menu **MRI** and acts on the appropriate referral.
14. As the SSA, invoke menu **MRI** and then click on edit.
15. Select option of “**referred by me**” and then select the approved referral.
16. Click on **submit 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