**TRANSFER FROM KES AC TO FOREX ACCOUNT**

1. Log In to Finacle
2. Select Core Module
3. Invoke Menu MCITTD
4. Transaction Creation select **NEW**
5. In the Transaction Type/Subtype field select **Customer Induced**
6. Click on **GO**
7. Click on the blue **(ADD+)** button to capture the debit details and the credit details
8. For the Debit side capture the following fields:

* A/c ID (Enter a Kenya shillings account)
* Transaction Amount
* Print Advise select **Online**
* Transaction Particulars

1. Click on **Save and Add New**
2. For the Credit side capture the following fields:

* A/c ID (Enter Foreign Currency Account)
* For Transaction Amount, Click on **fetch contra amount**
* Print Advise select **Online**
* Transaction Particulars

1. Click on **Save and Preview**
2. Enter **Transaction Remarks**
3. Enter **Full name of Person conducting Transaction**
4. Enter **Description/Purpose of Transaction**
5. Click on **Submit** for Verification
6. Verifier to use Menu MRI to do verification
7. Once verified, invoke menu **MRI** and Click on **Edit**
8. Select **Referred by Me** then Click on **Search**
9. Select the approved transaction the click on **Submit Transaction**
10. A preview of the transaction is displayed, click on **Submit** to complete the transaction.

*Confirm using menu IAL if the transactions have been effected in both accounts*