**TOP UP DEPOSIT**

**Establishment**

1. Log in to Finacle
2. Select Solution **CORE**
3. Invoke Menu **OTUDA**
4. Enter the CIF ID
5. Enter the Scheme Code: **TUDEP**
6. Click on **GO**
7. Enter the Initial Deposit Amount
8. Enter the **Maturity Date** as 31/12/2099
9. Enter the **Interest Credit A/c ID**
10. Enter the **Repayment A/c ID**
11. Click on **Top up Deposit Funding Details**
12. For Transaction Type select **Transfer** from the drop down
13. Select Transaction Creation During: **Verification**
14. Enter the **Debit A/c ID**
15. Click **Continue** to go to Nomination Details tab
16. Click **Continue** to go to General Details tab
17. In the A/c Statement field select **Deposit Receipt** from the drop down.
18. Click **Continue** to go to Scheme Details tab
19. Click **Continue** to go to Interest and Tax Details tab
20. Click **Continue** to go to Related Party Details tab
21. Click **Continue** to go to Renewal and Closure Details tab
22. Click **Continue** to go to Payment Instructions tab
23. Click **Continue** to go to Flow Details tab
24. Click **Continue** to go to Signature and Mandates tab
25. Click **Continue** to go to Document Details tab
26. Click **Continue** to go to **MIS** **Code** **Details** tab and capture the following

* **Sector Code** and **Subsector Code** from the searcher
* Click on **Free Codes** and capture **DSO Code** and **Business Activity Code**
* Click on **Free Text** and capture **Purpose of Account**, **Source of Funds**, **Bank Specific Sector Code**, **Bank Specific Subsector code** and **ARO Code**

1. Click **Submit**
2. Note down the Top up a/c ID generated.

**Cancellation Before Verification**

1. Invoke Menu **CTUDAO**
2. Enter the **A/c ID** for the Top up Deposit opened but not yet verified.
3. Click on **GO**
4. Click on **Continue**
5. Click on **Submit.**

**Verification of Opened Top Up Deposit**

1. Invoke Menu **VTUDAO**
2. Enter the **A/c ID** opened above
3. Click on **Go**
4. Click on Additional Details
5. Visit General Details, Scheme Details, Interest and Tax Details, Related Party Details, Renewal and Closure Details, Flow Details and MIS Code Details.
6. Click on Submit

**Inquire on the Top up deposit**

1. Invoke Menu **ITUDA**
2. Enter the A/c ID for the opened and verified top Up deposit.
3. Click on **GO**
4. Navigate through the Additional Details tabs to view details