**MCITTD (Maintain Customer Induced Transfer Transaction Details)**

**1. Transfer of Funds from customer KES account to customer KES account**

1. Log in to Finacle
2. Invoke menu MCITTD
3. Under Transaction Type/Subtype, select Customer Induced.
4. Click Go.
5. Click on ADD
6. Under A/C ID, input KES account number to debit.
7. Under Transaction Amount, enter amount.
8. Under Print Advice select online.
9. Input Narration under Transaction Particulars.
10. Click on Save and Add New.
11. Under A/C ID, input KES account number to credit.
12. Click on Fetch Contra. ( The Transaction amount and Transaction currency auto populates).
13. Under Print Advice select online.
14. Input Narration under Transaction Particulars.
15. Click on Save and preview.
16. Enter the Full Name of the person conducting the transaction. **Note: If the Account has received cash above 1M in a day, enter the description/purpose of the transaction.**
17. Click on Submit. The referrals interface pops up. Click on **Accept and Forward**. The referral goes to Approver.
18. The approver will Invoke menu, **MRI (Maintain Referral Inbox)** and then:
    1. Click on **Edit**, and 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 001**.
    6. Click on **Submit**
19. SSA will invoke menu **MRI (Maintain Referral Inbox**) and then:
    1. Click on **Edit**, then select **Referred by me**, and then click on **Search**.
    2. Select **referral ID** and then click on **Submit transaction**.
    3. Click on **Submit** to post the transaction.

**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.

**2. Transfer of Funds from customer KES account to customer USD account.**

1. Log in to Finacle
2. Invoke menu MCITTD
3. Under Transaction Type/Subtype, select Customer Induced.
4. Click Go.
5. Click on ADD
6. Under A/C ID, input KES account number to debit.
7. Under Transaction CCY, input the Currency **(USD).**
8. Under Transaction Amount, enter amount.
9. Under Print Advice select online.
10. Input Narration under Transaction Particulars.
11. Click on Save and Add New.
12. Under A/C ID, input USD account number to credit.
13. Click on Fetch Contra. (The Transaction amount and Transaction currency auto populates).
14. Under Print Advice select online.
15. Input Narration under Transaction Particulars.
16. Click on Save and preview.
17. Enter the Full Name of the person conducting the transaction. **Note: If the Account has received cash above 1M in a day, enter the description/purpose of the transaction.**
18. Click on Submit. The referrals interface pops up. Click on **Accept and Forward**. The referral goes to Approver.
19. The approver will Invoke menu, **MRI (Maintain Referral Inbox)** and then:
    1. Click on **Edit**, and 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 001**.
    6. Click on **Submit**
20. SSA will invoke menu **MRI (Maintain Referral Inbox**) and then:
    1. Click on **Edit**, then select **Referred by me**, and then click on **Search**.
    2. Select **referral ID** and then click on **Submit transaction**.
    3. Click on **Submit** to post the transaction.

**BANK INDUCED INTERNAL TRANSFER**

Bank induced transfers are those internal transfer processes that are initiated by the bank for internal reconciliation purposes, to pay bank’s expenses, for correction of errors, and any such other transactions involving both internal and customer accounts provided they are driven by the bank.

Prerequisites:

* Finacle user with valid credentials created as an SSA, Cash Officer or SDO.
* Menus MBITTD and MRI
* A supervisor mapped to your branch with the menus MBITTD and MRI

Below are common **internal suspense accounts** that may be useful for your practice. Change the last three digits of account number to fit your service outlet’s code e.g., 053 for Migori or 125 for Karen.

1. 01320080011044 - Credit Outstanding
2. 01130040011044 - Debit Outstanding
3. 01130220011044 - Teller Cash Shortage
4. 01320430011044 - Tellers Cash Surplus
5. 01130360011044 - ATM Shortage Onsite
6. 01130360011044 - ATM Shortage Offsite
7. 01320310011044 - ATM Cash Surplus Onsite
8. 01320310021044 - ATM Cash Surplus Offsite
9. 01130240011044 - CBK Cash Differences Suspense
10. 01320270011044 - EFT Suspense Account
11. 01320410011044 - Salary Processing Suspense Account
12. 01130570011044 - ATM Depository Suspense Account
13. 01320100011044 - Branch Drop Box Suspense Accounts
14. 01320260011044 - Check Off Loan Suspense Account
15. 01130190011044 - Institutional Suspense A/c B2B

Below are common **internal expense accounts** that may be useful for your practice. Change the last three digits of account number to fit your service outlet’s code e.g., 053 for Migori or 125 for Karen.

1. 01773160011254 - Postages
2. 01772020011254 - Water
3. 01773220011254 - General Office Expenses
4. 01773050011005 - Taxi Expenses
5. 01773200011075 - Travelling Expenses
6. 01773230011075 - Newspaper Expenses
7. 01772030011038 - Heating/Gas
8. 01773120011038 - Licensing & Fees
9. 01773170011083 - Security Guarding
10. 01773190011083 - Stationery Expenses
11. 01764040011149 - Repair & Maintenance Office Machinery
12. 01760050011153 - Leased Premises Maintenance Offices
13. 01773260011055 - Cash in Transit Expenses Account
14. 01773270011161 - Generator Fuel Expenses
15. 01772010011167 - Electricity Expenses
16. 01773070011160 - Agents Commission Expense
17. 01773330011077 - Other Miscellaneous Operating Loses Write Off
18. 01773360011029 - Subscriptions
19. 01773110011089 - Food Provision Expenses
20. 01773080011152 - Car Hire
21. 01770010011004 - Marketing & Public Relations Expenses
22. 01760040011069 - Owned Premises Maintenance Office
23. 01763020011121 - Repair & Maintenance Office Furniture
24. 01762010011157 - Repair & Maintenance Computers

**Steps:**

1. Log into Finacle with own credentials.
2. Invoke the menu **MBITTD** (**Maintain Bank Induced Transfer Transaction Details**)
3. Note that the TRANSACTION CREATION mode defaults to **New**
4. Under TRANSACTION TYPE/SUBTYPE, select **Bank Induced**
5. Click on **GO**, and then under TRANSACTION SUMMARY click on **Add**
6. Under A/C. ID enter internal Suspense account to debit
7. Enter TRANSACTION AMOUNT, enter **amount** .
8. Under Print Advice, select online.
9. Under TRANSACTION PARTICULARS, **narrate as appropriate**
10. Click on SAVE AND ADD NEW **to add the Credit leg**. The second **Add Record** window appears
11. Under PART TRANSACTION TYPE defaults to **Credit**.
12. Under A/C ID, input the account to credit
13. Click on fetch contra amount.(the amount and currency debited auto populates)
14. Under TRANSACTION, narrate **as appropriate.**
15. Click on Save and Preview.
16. Enter FULL NAME OF PERSON CONDUCTING TRANSACTION as **yourself. Note: If the Account has received cash above 1M in a day, enter the description/purpose of the transaction.**
17. Click on **Submit**. The referrals interface pops up. Click on **Accept and Forward**. The referral goes to Approver.
18. The approver will Invoke menu, **MRI (Maintain Referral Inbox)** and then:
    1. Click on **Edit**, and 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 001**.
    6. Click on **Submit**
19. SSA will invoke menu **MRI (Maintain Referral Inbox**) and then:
    1. Click on **Edit**, then select **Referred by me**, and then click on **Search**.
    2. Select **referral ID** and then click on **Submit transaction**.
    3. Click on **Submit** to post the transaction.