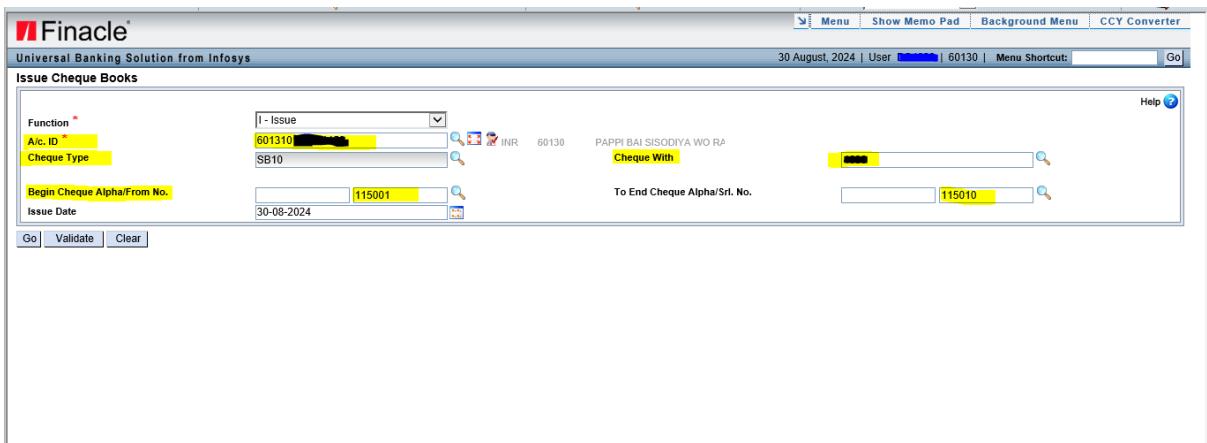


## HICHB

### [Issue Cheque Books]

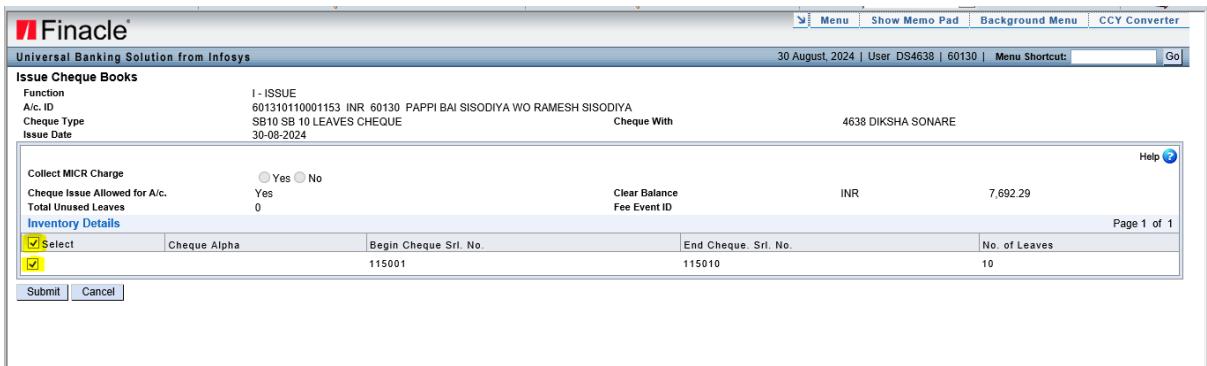
#### ADD RECORD

1. INVOKE THE MENU HICHB. SELECT FUNCTION CODE AS I-ISSUE, ENTER VALID ACCOUNT ID, CHEQUE TYPE AND CHEQUE WITH. SELECT 'BEGIN CHEQUE ALPHA/FROM NO.' AND 'TO END CHEQUE ALPHA/SR. NO.  
**[NOTE: BEGIN DATE AUTO FILL AS BOD DATE]**
2. CLICK ON GO BUTTON.



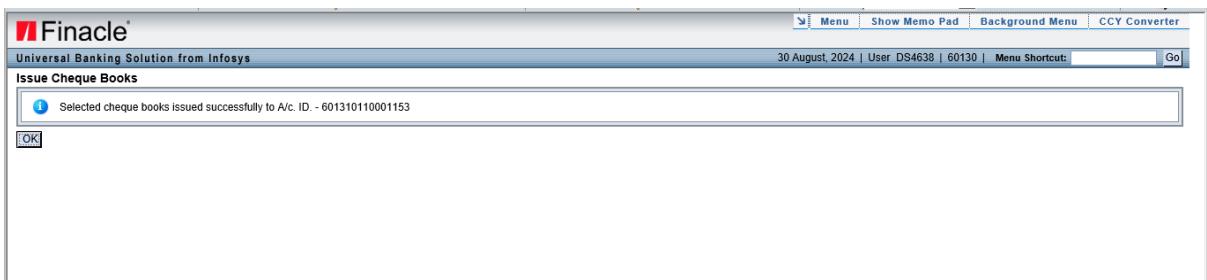
The screenshot shows the 'Issue Cheque Books' interface. The 'Function' dropdown is set to 'I - ISSUE'. The 'A/c. ID' field contains '601310 [REDACTED]'. The 'Cheque Type' field is 'SB10'. The 'Begin Cheque Alpha/From No.' field is '115001'. The 'Issue Date' field is '30-08-2024'. The 'Cheque With' field shows 'PAPPI BAI SISODIYA WO RA'. The 'To End Cheque Alpha/Sr. No.' field is '115010'. At the bottom are 'Go', 'Validate', and 'Clear' buttons.

3. SELECT RECORD (CLICK ON CHECK BOX).



The screenshot shows the same interface after selecting a record. The 'Select' checkbox in the 'Inventory Details' section is checked. The rest of the fields are identical to the previous screenshot.

4. CLICK ON SUBMIT BUTTON.



The screenshot shows the success message: 'Selected cheque books issued successfully to A/c. ID - 601310110001153'. There is an 'OK' button at the bottom.

**NOTE-NOW USER HAVE TO VERIFY RECORD.**

## VERIFY / CANCEL RECORD

1. INVOKE THE MENU HICHB. SELECT FUNCTION CODE AS V-VERIFY AND SELECT ACCOUNT ID USING SEARCHER.

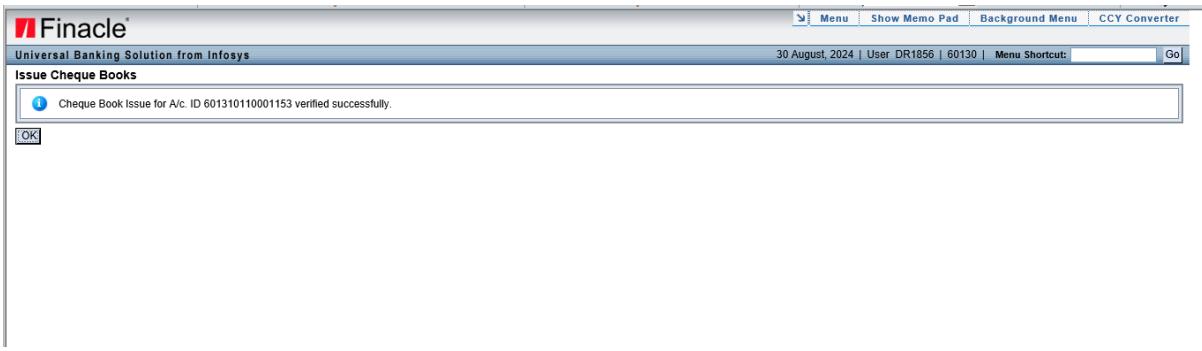
The screenshot shows the Finacle interface for 'Issue Cheque Books'. The main window has 'Function' set to 'V - Verify' and 'A/c. ID' set to '601310110001153'. A search icon is present next to the account number. The 'Cheque With' and 'To End Cheque Alpha/Srl. No.' fields are empty. A modal window titled 'All Pending Authorizations' is displayed, showing a single record with details like Ref. No., Key Value, Entered By, Date, Table, Function, and Authorized By.

2. CLICK ON GO BUTTON.

The screenshot shows the Finacle interface after clicking the 'Go' button. The 'A/c. ID' field now includes 'INR' and '60130' suffixes. The other fields and the modal dialog remain the same as the previous step.

3. CHECK ALL DETAILS THEN CLICK ON SUBMIT BUTTON.

The screenshot shows the final step of the process. The 'Inventory Details' section is visible, displaying a table with columns for 'Select', 'Cheque Alpha', 'Begin Cheque Srl. No.', 'End Cheque Srl. No.', and 'No. of Leaves'. The 'Submit' and 'Cancel' buttons are located at the bottom of the form.



**END OF DOCUMENT**