



Madhya Pradesh Gramin Bank

(A Joint Venture of Govt of India, MP Govt. & Bank of India)

SOP- HOCTM

Zone should be open before doing HOCTM through HMCLZOH

2.1 Outward Clearing Transaction Maintenance – Add (HOCTM)

1. Invoke the menu HOCTM (System navigate the Criteria page)

Finacle
Universal Banking Solution from Infosys
03 August, 2024 | User VS1699 | 04580 | Menu Shortcut: Go

Outward Clearing Transaction Maintenance Online

Option * Select
Zone Code *
Go
Add
Zone Date * 03-08-2024
Set No. *

A/c. ID * Amt. * Transaction Remarks Report Code Print Advice Print Validation Particulars Del.
Record 1 of 1

Free Text 1
Free Text 2

Instrument Details
Add
Records 0 to 0 of 0

Instrument Date	Value Date	Regularization Date	Weekly Off	Amt.	Shadow Balance Code	Reps Code	Instrument No.	Transaction Code	Sort Code	Del.

Instrument Date
Weekly Off
Shadow Balance Code
Instrument No. *
Sort Code *
Paying A/c. ID
Extension Code/Extended By (Days)
Free Text 4
Regularization Date
Bill ID

Transaction Value Date
Amt. *
Reps Code
Transaction Code
Free Text 3
Free Text 5
Bill Issue Bank Code

2. Select or type the code of the function to be performed: Valid values are Add, Delete, Inquire, Modify, Verify, Release, Regularize

Finacle Universal Banking Solution from Infosys 03 August, 2024 | User VS1699 | 04580 | Menu Shortcut: Go

Outward Clearing Transaction Maintenance Online

Option * Zone Date *
 Zone Code * Set No.
 Zone CCY MICR ☐ Yes ☐ No ☒ None

Record 1 of 1

A/c. ID *	Amt. *	Transaction Remarks	Report Code	Print Advice	Print Validation	Particulars	Del.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Free Text 1
 Free Text 2

Instrument Details

Records 0 to 0 of 0

Instrument Date	Value Date	Regularization Date	Weekly Off	Amt.	Shadow Balance Code	Reps Code	Instrument No.	Transaction Code	Sort Code	Del.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Instrument Date Transaction Value Date
 Weekly Off Amt. *
 Shadow Balance Code Reps Code
 Instrument No. * Transaction Code
 Sort Code *
 Paying A/c. ID
 Extension Code/Extended By (Days)
 Free Text 4 Free Text 3
 Free Text 5

3. Select valid input for the field Zone date and zone code.

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Outward Clearing Transaction Maintenance Online

Option * Zone Date *
 Zone Code * Set No.
 Zone CCY MICR ☐ Yes ☐ No ☒ None

Record 1 of 1

A/c. ID *	Amt. *	Transaction Remarks	Report Code	Print Advice	Print Validation	Particulars	Del.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Free Text 1
 Free Text 2

Instrument Details

Records 0 to 0 of 0

Instrument Date	Value Date	Regularization Date	Weekly Off	Amt.	Shadow Balance Code	Reps Code	Instrument No.	Transaction Code	Sort Code	Del.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Instrument Date Transaction Value Date
 Weekly Off Amt. *
 Shadow Balance Code Reps Code
 Instrument No. * Transaction Code
 Sort Code *
 Paying A/c. ID
 Free Text 3
 Free Text 4 Free Text 5

4. Click on to Go (System will navigate the user to details page)

Finacle Universal Banking Solution from Infosys 03 August, 2024 | User VS1699 | 04580 | Menu Shortcut: Go

Outward Clearing Transaction Maintenance Online

Option * A - Add
 Zone Code * 06
 Zone CCY INR
 Zone Date * 03-08-2024
 Set No.
 MICR ☒ Yes ☐ No ☐ None

Go Add

A/c. ID *	Amt. *	Transaction Remarks	Report Code	Print Advice	Print Validation	Particulars	Del.
				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Free Text 1
Free Text 2

Instrument Details

Add

Instrument Date	Value Date	Regularization Date	Weekly Off	Amt.	Shadow Balance Code	Reps Code	Instrument No.	Transaction Code	Sort Code	Del.
										<input type="checkbox"/>

Instrument Date
Weekly Off
Shadow Balance Code
Instrument No.
Sort Code *
Paying A/c. ID
Free Text 3
Free Text 4

Transaction Value Date
Amt. * 0.00
Reps Code
Transaction Code

Free Text 5

5. On detail page, Select or type the number of the account to be credited

Finacle Universal Banking Solution from Infosys 03 August, 2024 | User VS1699 | 04580 | Menu Shortcut: Go

Outward Clearing Transaction Maintenance Online

Option * A - Add
 Zone Code * 06
 Zone CCY INR
 Zone Date * 03-08-2024
 Set No.
 MICR ☒ Yes ☐ No ☐ None

Go Add

A/c. ID *	Amt. *	Transaction Remarks	Report Code	Print Advice	Print Validation	Particulars	Del.
045801010001011				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

INR 04580 KUNDAN SANTOSH TH.

Free Text 1
Free Text 2

Instrument Details

Add

Instrument Date	Value Date	Regularization Date	Weekly Off	Amt.	Shadow Balance Code	Reps Code	Instrument No.	Transaction Code	Sort Code	Del.
										<input type="checkbox"/>

Instrument Date
Weekly Off
Shadow Balance Code
Instrument No.
Sort Code *
Paying A/c. ID
Free Text 3
Free Text 4

Transaction Value Date
Amt. * 0.00
Reps Code
Transaction Code

Free Text 5

6. Enter the valid value for the field Amount field

Finacle Universal Banking Solution from Infosys 03 August, 2024 | User VS1699 | 04580 | Menu Shortcut: Go

Outward Clearing Transaction Maintenance Online

Option: A - Add Zone Code: 06 Zone CCY: INR Zone Date: 03-08-2024 Set No.: MICR: Yes No None

Go Add

Record 1 of 1

A/c. ID	Amt.	Transaction Remarks	Report Code	Print Advice	Print Validation	Particulars	Del.
045810110001011	5,000.00						

INR 04580 KUNDAN SANTOSH TH.

Free Text 1

Free Text 2

Instrument Details

Add

Records 0 to 0 of 0

Instrument Date	Value Date	Regularization Date	Weekly Off	Amt.	Shadow Balance Code	Reps Code	Instrument No.	Transaction Code	Sort Code	Del.

Instrument Date

Weekly Off

Shadow Balance Code

Instrument No.

Sort Code

Paying A/c. ID

Free Text 3

Free Text 4

Free Text 5

Transaction Value Date

Amt.

Reps Code

Transaction Code

7. Enter the Instrument No.

Instrument Date

Weekly Off

Shadow Balance Code

Instrument No. 1234567

Sort Code

Paying A/c. ID

Free Text 3

Free Text 4

Regularization Date

Bill ID

Bill Issue EC

Del.

Transaction Value Date

Amt. 5,000.00

Reps Code

Transaction Code

Free Text 5

Bill Issue Bank Code

8. Select the valid input for the field sort code and transaction code.

Instrument Date

Weekly Off

Shadow Balance Code

Instrument No. 1234567

Sort Code 600001400

Paying A/c. ID

Free Text 3

Free Text 4

Regularization Date

Bill ID

Bill Issue EC

Transaction Value Date

Amt. 5,000.00

Reps Code

Transaction Code 30

Free Text 5

Bill Issue Bank Code

9. After validating and provide all the details click on to submit button.

NOTE:Remember to write set number on receipt for further use.

User: CUST14 | Calendar: Gregorian | Time Zone: GMT | Solution: CoreServer | Menu | Show Memo Pad | Background Menu | CCY Converter

Finacle® Universal Banking Solution from Infosys | 07 March, 2020 | User: CUST14 | 00010 | Menu Shortcut: | Go

Outward Clearing Transaction Maintenance Online

Option * A - Add

Zone Code * 01

Zone CCY INR

Go

Add

A/c. ID *

Free Text 1

Free Text 2

Instrument Details

Add

Outward Clearing Particulars -- Webpage Dialog

https://dcfinuh01.boicorp.net:31300/finbranch/outwardclearing Certificate error

Cheque Lodged Successfully In Online Mode 01 / 07-03-2020 / 00010 Set No. 19

OK

07-03-2020

Yes No None

Print Advice Print Validation Particulars Del.

Records 0 to 0 of 0

Instrument Date	Value Date	Regularization Date	Weekly Off	Amt	Shadow Balance Code	Reps Code	Instrument No.	Transaction Code	Sort Code	Del.

By clicking on ADD button you can add multiple cheques on same account number.

A/c. ID * 045810110001054

INR 04580 HEMANT KUMAR ASHC

Free Text 1

Free Text 2

Instrument Details

Add

Records 1 to 2 of 2

Instrument Date	Value Date	Regularization Date	Weekly Off	Amt	Shadow Balance Code	Reps Code	Instrument No.	Transaction Code	Sort Code	Del.
				10,000.00				123456	560001500	
				10,000.00				54789610	831001001	

Instrument Date

Weekly Off

Shadow Balance Code

Instrument No. 965478

Sort Code 560001800

Paying A/c. ID

Free Text 3

Free Text 4

Regularization Date

Bill ID

Bill Issue EC

Del.

Transaction Value Date

Amt. 10,000.00

Reps Code

Transaction Code 30

Free Text 5

Bill Issue Bank Code

Get Value Date | Submit | Charges | Cancel

Summary	
Credit Amt.	50,000.00
No. of Credit Transaction	1
Instrument Amt.	30,000.00
No. of Instruments	3

2.2 Outward Clearing Transaction Maintenance – Verify (HOCTM)

Zone should be open before doing HOCTM

1. Invoke the menu HOCTM (System navigate the Criteria page)
2. Select or type the code of the function to be performed: Valid values are Add, Delete, Inquire, Modify, Verify, Release, Regularize
3. Select valid input for the field Zone date
4. Select valid input for the field Zone code.
5. Enter the valid input in set number field.

5. Click on to Go (System will navigate the user to details page)

6. On detail page , validate the all the input click on to submit button (System will display the success screen)

The image displays two screenshots of the Finacle 'Outward Clearing Transaction Maintenance Online' interface.

Top Screenshot: The interface shows the 'Go' button being clicked. The 'Option' is set to 'V - Verify', 'Zone Code' is '01', and 'Zone Date' is '07-03-2020'. The 'Set No.' is '20'. The 'A/c. ID' is '000110110001323'. The 'Amt.' is '1,000.00'. The 'Transaction Remarks' are 'BY CLG/ZN 01/SE1'. The 'Instrument Date' is '07-03-2020', 'Value Date' is '07-03-2020', 'Regularization Date' is '07-03-2020', 'Weekly Off' is '0', 'Shadow Balance Code' is '1', 'Reps Code' is '1', 'Instrument No.' is '1', 'Transaction Code' is '145000002', and 'Sort Code' is '145000002'.

Bottom Screenshot: The interface shows a 'Certificate error' message: 'https://dcfinu01.boicorp.net:31300/finbranch/outwardclearing Certificate error'. A dialog box titled 'Outward Clearing Particulars -- Webpage Dialog' displays the message: 'Successfully Verified In Online Mode 01 / 07-03-2020 / 00010 Set No. 20'. The 'OK' button is visible.