



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)

A screenshot of a web-based banking application interface. At the top, there's a header bar with user information (User: VS1699), calendar (Gregorian), time zone (IST), solution (CoreServer), and various navigation links like Menu, Show Memo Pad, Background Menu, and CCY Converter. The main title is "Outward Clearing Transaction Maintenance Online". The form contains several input fields and dropdown menus. Key visible fields include "Option" (dropdown, currently "Select"), "Zone Date" (date input, 03-08-2024), "Zone Code" (dropdown), "A/c. ID" (text input), "Amt." (text input), "Transaction Remarks" (text input), "Report Code" (dropdown), "Print Advice" (checkbox), "Print Validation" (checkbox), "Particulars" (dropdown), and "Del." (checkbox). Below this is a section for "Instrument Details" with a table showing columns for Instrument Date, Value Date, Regularization Date, Weekly Off, Amt., Shadow Balance Code, Reps Code, Instrument No., Transaction Code, Sort Code, and Del. There are also sections for "Free Text 1" and "Free Text 2". At the bottom, there are sections for "Instrument Date", "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", and "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

Outward Clearing Transaction Maintenance Online

03 August, 2024 | User VS1699 | 04580 | Menu Shortcut: Go

Option *	A - Add	Zone Date *	03-08-2024	Help
Zone Code *		Set No.		
Zone CCY		MICR	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None	
<input type="button" value="Go"/>		<input type="button" value="Record 1 of 1"/>		
<input type="button" value="Add"/>		Amt. *	Transaction Remarks	Report Code
A/c. ID *		<input type="text"/>	<input type="text"/>	<input type="text"/>
		Amt.	Print Advice	Print Validation
		Particulars	<input type="checkbox"/>	<input type="checkbox"/>
		Del.	<input type="checkbox"/>	<input type="checkbox"/>
Free Text 1				
Free Text 2				
Instrument Details				
<input type="button" value="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				Transaction Value Date
Weekly Off				<input type="text"/>
Shadow Balance Code				<input type="text"/>
Instrument No. *				<input type="text"/>
Sort Code *				<input type="text"/>
Paying A/c. ID				<input type="text"/>
Extension Code/Extended By (Days)			Free Text 3	
Free Text 4			Free Text 5	

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

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

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Option *	A - Add	Zone Date *	03-08-2024																																																							
Zone Code *	06	Set No.																																																								
Zone CCY	INR	MICR	<input checked="" type="radio"/> Yes <input type="radio"/> No. <input type="radio"/> None																																																							
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<input type="button" value="Add"/> Record 1 of 1																																																										
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5. On detail page, Select or type the number of the account to be credited

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03 August, 2024 | User VS1699 | 04580 | Menu Shortcut: Go

Option *	A - Add	Zone Date *	03-08-2024																																																							
Zone Code *	06	Set No.																																																								
Zone CCY	INR	MICR	<input checked="" type="radio"/> Yes <input type="radio"/> No. <input type="radio"/> None																																																							
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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

Help

Option *	A - Add	Zone Date *	03-08-2024
Zone Code *	06	Set No.	
Zone CCY	INR	MICR	(<input checked="" type="radio"/> Yes) (<input type="radio"/> No) (<input type="radio"/> None)
Go	Add	Record 1 of 1	
A/c. ID *	0458101100010111	Amt. *	5,000.00
INR 04580 KUNDAN SANTOSH TH.	Transaction Remarks	Report Code	Print Advice
Free Text 1		Print Validation	Particulars
Free Text 2		Del.	
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		Transaction Value Date	
Weekly Off		Amt. *	
Shadow Balance Code		Reps Code	
Instrument No. *		Transaction Code	
Sort Code *			
Paying A/c. ID			
Free Text 3			

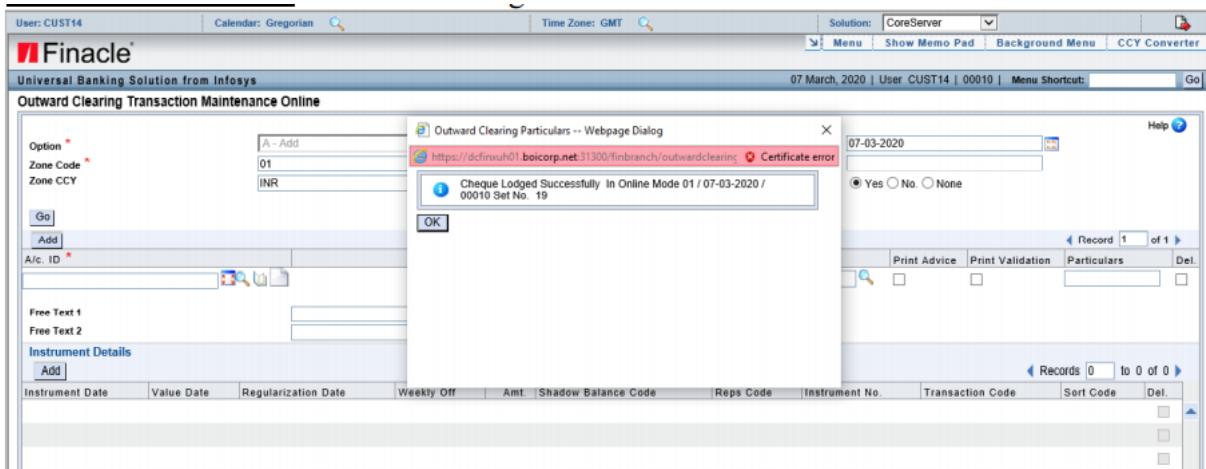
7. Enter the Instrument No.

Instrument Date	<input type="text"/>	Transaction Value Date	<input type="text"/>
Weekly Off	<input type="text"/>	Amt. *	5,000.00
Shadow Balance Code	<input type="text"/>	Reps Code	<input type="text"/>
Instrument No. *	<input type="text" value="1234567"/>	Transaction Code	<input type="text"/>
Sort Code *	<input type="text"/>		
Paying A/c. ID	<input type="text"/>		
Free Text 3	<input type="text"/>		
Free Text 4	<input type="text"/>		
Regularization Date	<input type="text"/>	Free Text 5	<input type="text"/>
Bill ID	<input type="text"/>		
Bill Issue EC	<input type="text"/>	Bill Issue Bank Code	<input type="text"/>
Del.	<input type="checkbox"/>		<input type="checkbox"/>

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



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

A/c. ID *	045810110001054	Amnt. *	50,000.00	Transaction Remarks	Report Code	Print Advice	Print Validation	Particulars	Del.																																	
INR 04580	HEMANT KUMAR ASHC																																									
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Instrument No. *	965478			Free Text 5																																						
Sort Code *	560001800			Bill Issue Bank Code																																						
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Free Text 3																																										
Free Text 4																																										
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Bill ID																																										
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<input type="button" value="Get Value Date"/> <input type="button" value="Submit"/> <input type="button" value="Charges"/> <input type="button" value="Cancel"/>																																										
Summary <table border="1"> <tr> <td>Credit Amt.</td> <td>50,000.00</td> <td>Instrument Amt.</td> <td>30,000.00</td> </tr> <tr> <td>No. of Credit Transaction</td> <td>1</td> <td>No of Instruments</td> <td>3</td> </tr> </table>										Credit Amt.	50,000.00	Instrument Amt.	30,000.00	No. of Credit Transaction	1	No of Instruments	3																									
Credit Amt.	50,000.00	Instrument Amt.	30,000.00																																							
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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 shows two screenshots of the Finacle Outward Clearing Transaction Maintenance Online application. Both screenshots are identical, displaying the transaction details and a success message in a modal dialog.

Screenshot Details:

- Header:** Finacle Universal Banking Solution from Infosys
- Date/Time:** 07 March, 2020 | User CUST14 | 00010 | Menu Shortcut: Go
- Form Fields:**
 - Option: V - Verify
 - Zone Code: 01
 - Zone Date: 07-03-2020
 - Set No.: 20
 - A/c. ID: 000110110001323
 - Amount: 1,000.00
 - Transaction Remarks: (empty)
 - Report Code: (empty)
 - Print Advice: (empty)
 - Print Validation: (empty)
 - Particulars: BY CLG/ZN 01/SET1
- Instrument Details:** Shows a single record with the following values:
 - Instrument Date: 07-03-2020
 - Value Date: 07-03-2020
 - Regularization Date: 07-03-2020
 - Weekly Off: 1,000.00
 - Amnt.: 1,000.00
 - Shadow Balance Code: (empty)
 - Reps Code: (empty)
 - Instrument No.: (empty)
 - Transaction Code: (empty)
 - Sort Code: 145000002
 - Del: (checkbox)
- Message Dialog:** A modal window titled "Outward Clearing Particulars -- Webpage Dialog" displays the message: "Successfully Verified In Online Mode 01 / 07-03-2020 / 00010 Set No. 20".