SOP FOR HCAACTD

Function code as Closure (Z)

1. Menu option HCAACTD is to be used for closure of deposit account.

2. Function Z and A/c id of the customer is to be entered

3. Visit Closure details Tab and enter Repayment A/c id.

4. Remove "ZERO" from PRE CLOSURE INT. TABLE CODE.

5. Select Close Mode as R-REPAYEMENT A/C. Only

6. Click on submit button

7. On clicking Submit, Account closed successfully, which needs authorization using menu option **HCAACVTD.**

Invoke menu **HCAACVTD.**

1. Account Number can be entered or fetched from the searcher.

2. Click go. Visit Closure details Tab.

3. On clicking Submit button, account closure will be authorised/ cancelled (System display the transaction details of the account). Prepared By Verified By Approved by.