



# Madhya Pradesh Gramin Bank

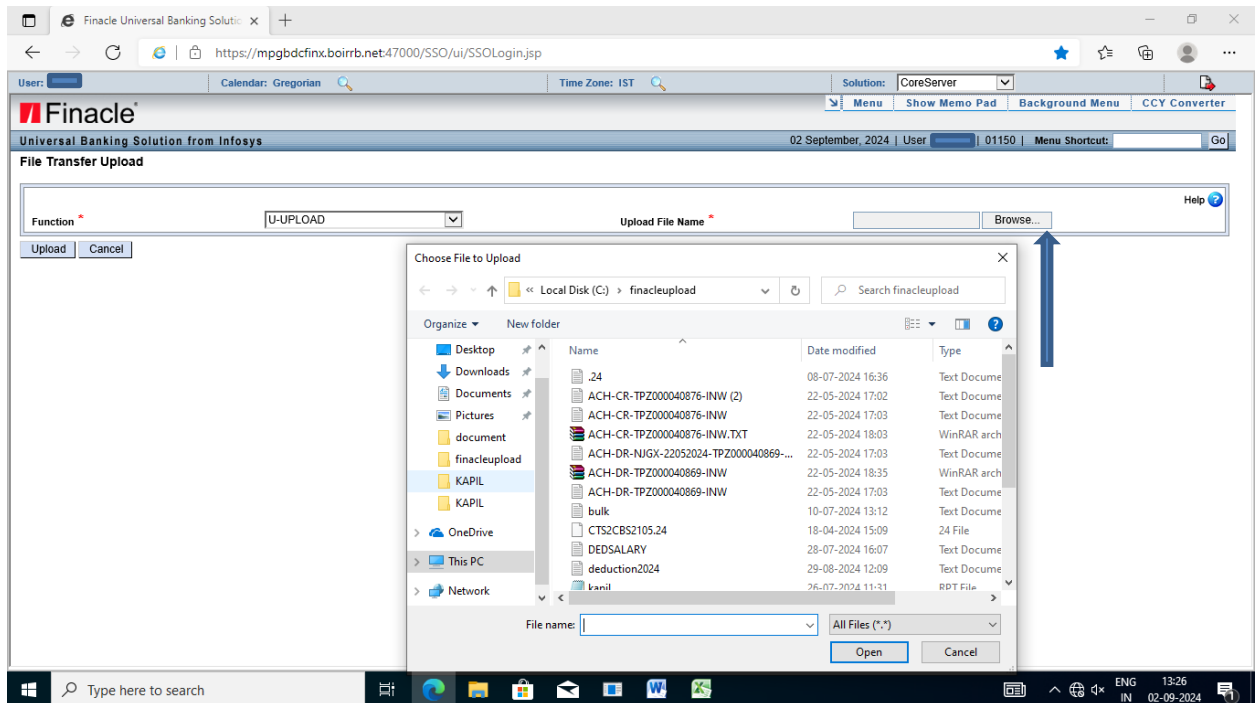
( A Joint Venture of Govt of India, MP Govt. & Bank of India )

## FILETR AND HTTUM SOP

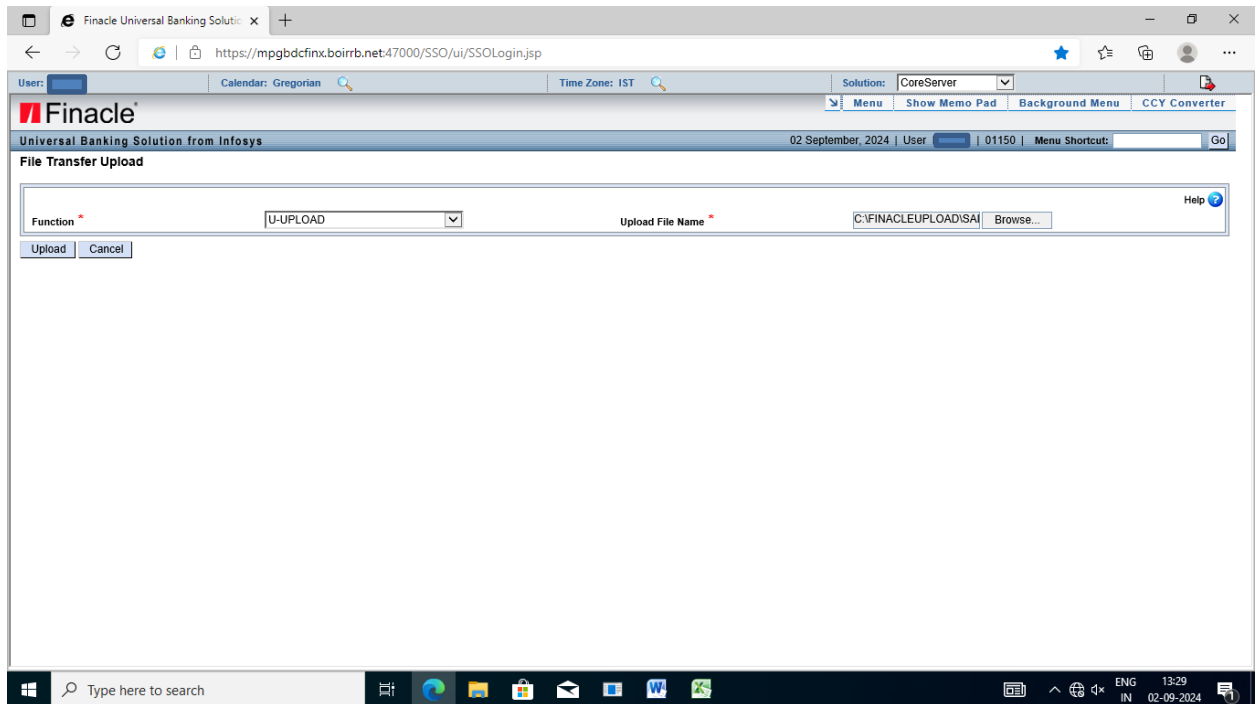
- 1- GENERATE THE 'TXT' FILE BY THE BULK UTILITY ( THE DATE FORMAT OF UTILITY AND SYSTEM SHOULD BE SAME AS 'DD-MM-YYYY')
- 2- INVOKE THE MENU - FILETR

The screenshot displays the Finacle Universal Banking Solution web interface. The browser address bar shows the URL: <https://mpgbdcfmx.boirrb.net:47000/SSO/ui/SSOLogin.jsp>. The page header includes the Finacle logo, the text "Universal Banking Solution from Infosys", and a navigation bar with links: Menu, Show Memo Pad, Background Menu, and CCY Converter. The main content area is titled "File Transfer Upload". It features a "Function" dropdown menu set to "U-UPLOAD", an "Upload File Name" field with a "Browse..." button, and "Upload" and "Cancel" buttons. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 13:26 on 02-09-2024.

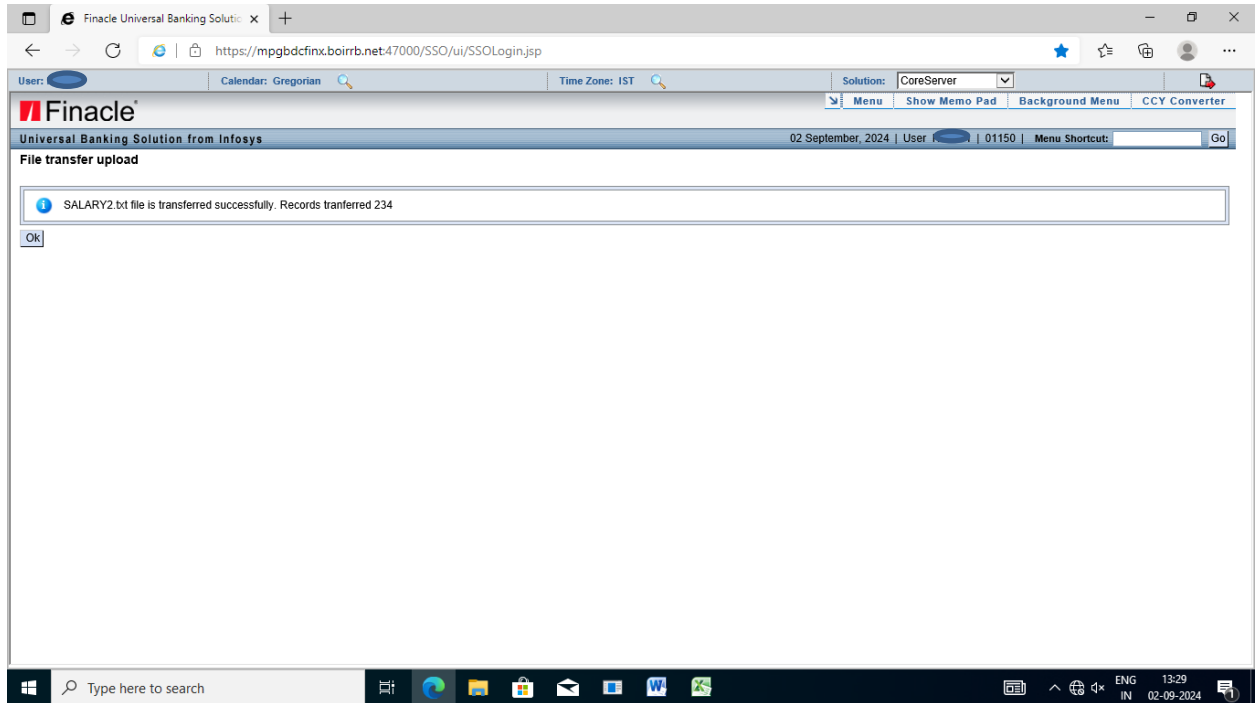
3- CLICK ON BROWSE..



4- GO TO FINACLEUPLOAD, SELECT THE FILE WHICH IS TO BE TRANSFER



## 5- CLICK ON UPLOAD



## HTTUM

### 1- INVOKE THE MENU - HTTUM

- ENTER 'REPORT TO' FIELD – BM
- SELECT TRANSACTION SUBTYPE – BANK INDUCED/CUSTOMER INDUCED
- ACTION- FIRST USE 'TRIAL' MODE SO THAT IF ANY ERROR IS PRESENT WE CAN IDENTIFY IT AND CORRECT IT
- IF TRIAL MODE DOES NOT HAVE ANY ERROR THAN USE 'ACTION- ENTER / POST'
- SELECT 'RENAME FILE AFTER UPLOAD'- NEVER
- SELECT 'FILE LOCATION - USER APPLICATION FILE PATH'
- ENTER 'UPLOAD FILE NAME- (NAME OF THE FILE WHICH IS TRANSFERRED BY MENU FILETR) WITH .TXT EXTENSION'
- CLICK ON SUBMIT

## TRIAL MODE

The screenshot shows the 'Transfer Transaction Upload Maintenance' screen in the Finacle Universal Banking Solution. The interface includes the following fields and options:

- Report To:** BM
- Upload File Name:** Select
- RMI:** Select
- Transaction Remarks:**
- File Location:** ☒ User Application File Path ☐ Local File Path
- Transaction Subtype:** Transfer - Bank Induced
- Action:** ☐ Enter ☐ Post ☒ Trial
- Rename File after Upload:** ☐ Always ☐ On Successful Upload ☒ Never

Blue arrows indicate the flow from the 'Submit' button to the 'File Location' and 'Action' fields, and then to the 'Rename File after Upload' field. A message at the bottom states: 'The HBGCLOSE FIN 10.rpt download has completed.' with buttons for 'Open', 'Open folder', and 'View downloads'.

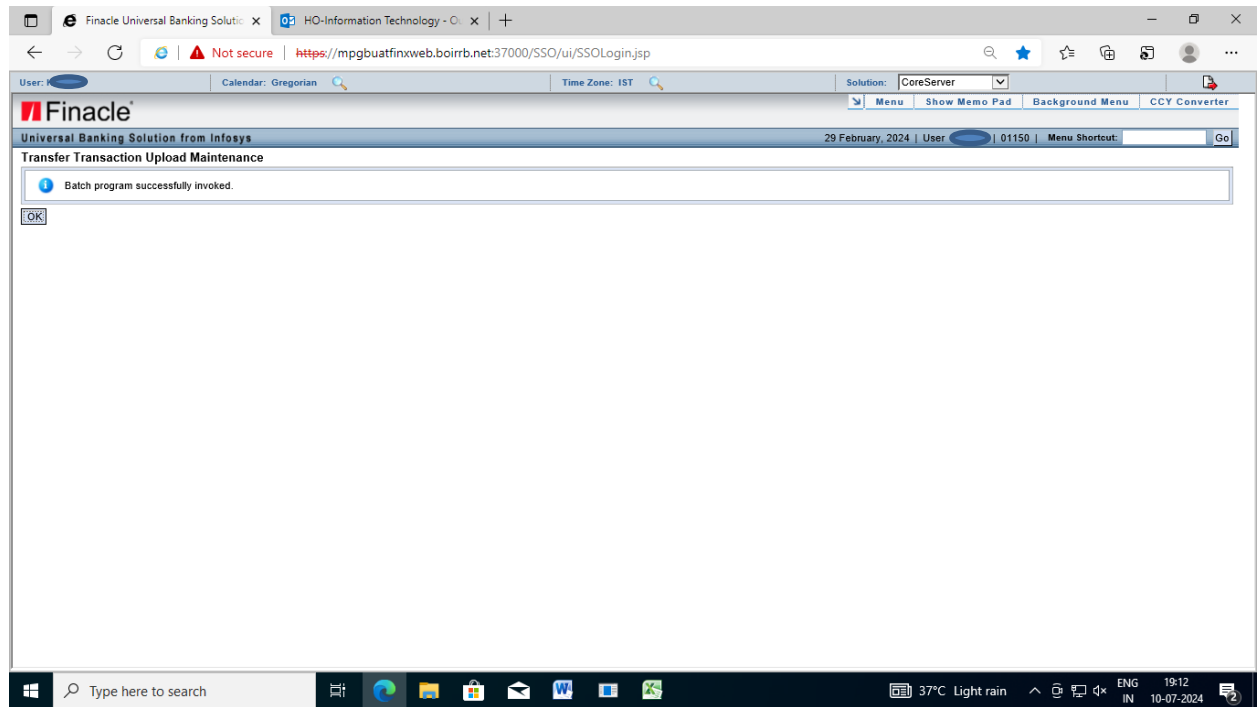
## ENTER / POST

The screenshot shows the 'Transfer Transaction Upload Maintenance' screen in the Finacle Universal Banking Solution. The interface includes the following fields and options:

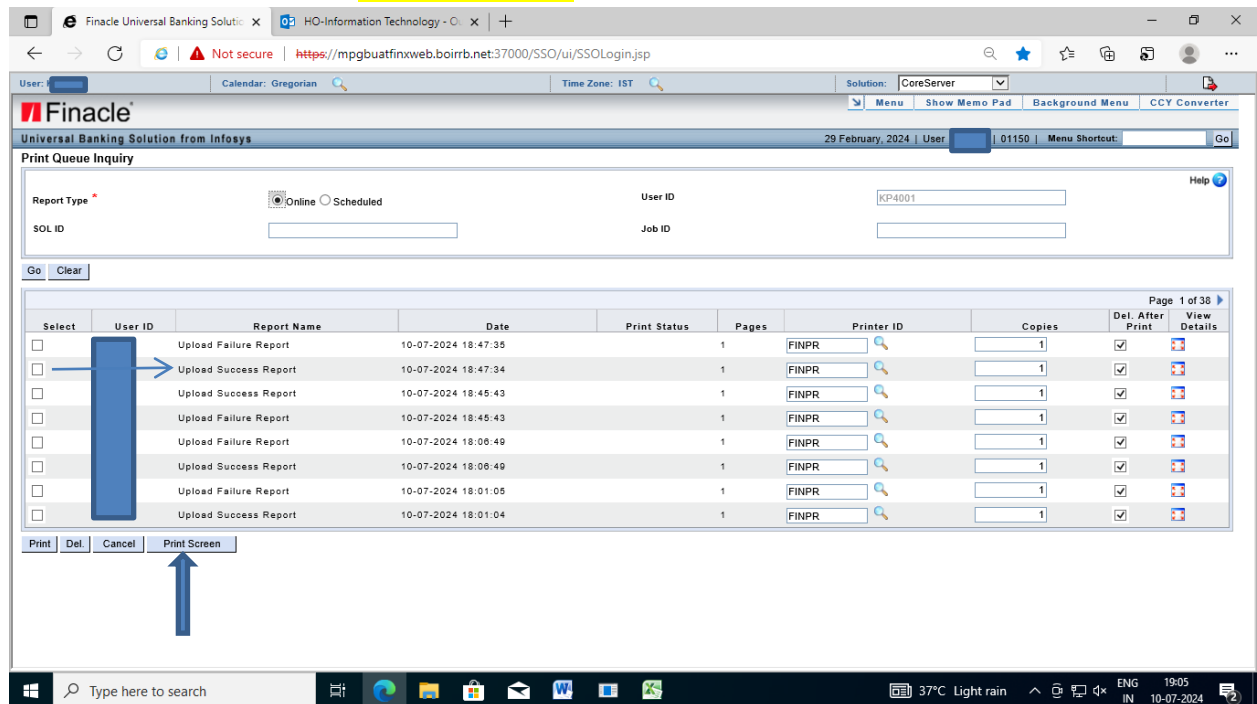
- Report To:** BM
- Upload File Name:** SALARY.TXT
- RMI:** Select
- Transaction Remarks:**
- File Location:** ☒ User Application File Path ☐ Local File Path
- Transaction Subtype:** Transfer - Bank Induced
- Action:** ☒ Enter ☐ Post ☐ Trial
- Rename File after Upload:** ☐ Always ☐ On Successful Upload ☒ Never

A message at the bottom states: 'The HBGCLOSE FIN 10.rpt download has completed.' with buttons for 'Open', 'Open folder', and 'View downloads'.

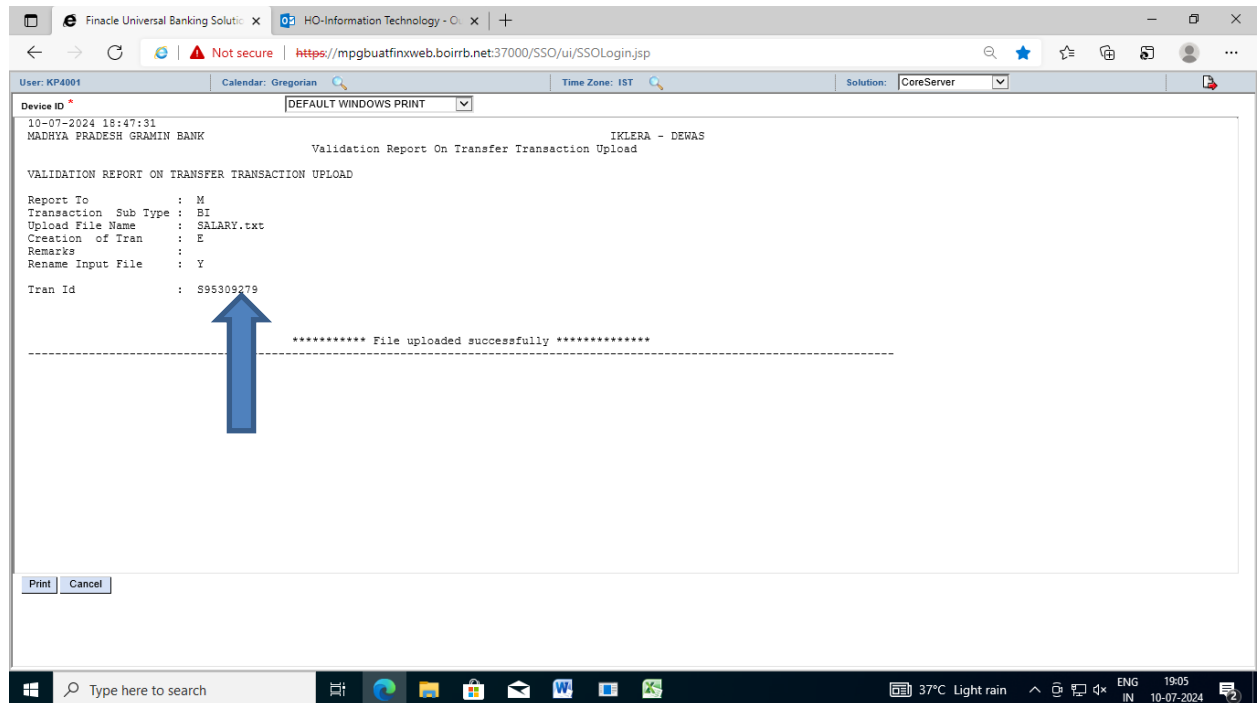
- AFTER SUCCESSFUL UPLOAD SYSTEM SHOW MESSAGE AS “BATCH PROGRAM SUCCESSFULLY INVOKED”



- 2- CHECK THE 'HPR' MENU FOR **SUCCESS/FAILURE** STATUS OF THE TRANSACTION

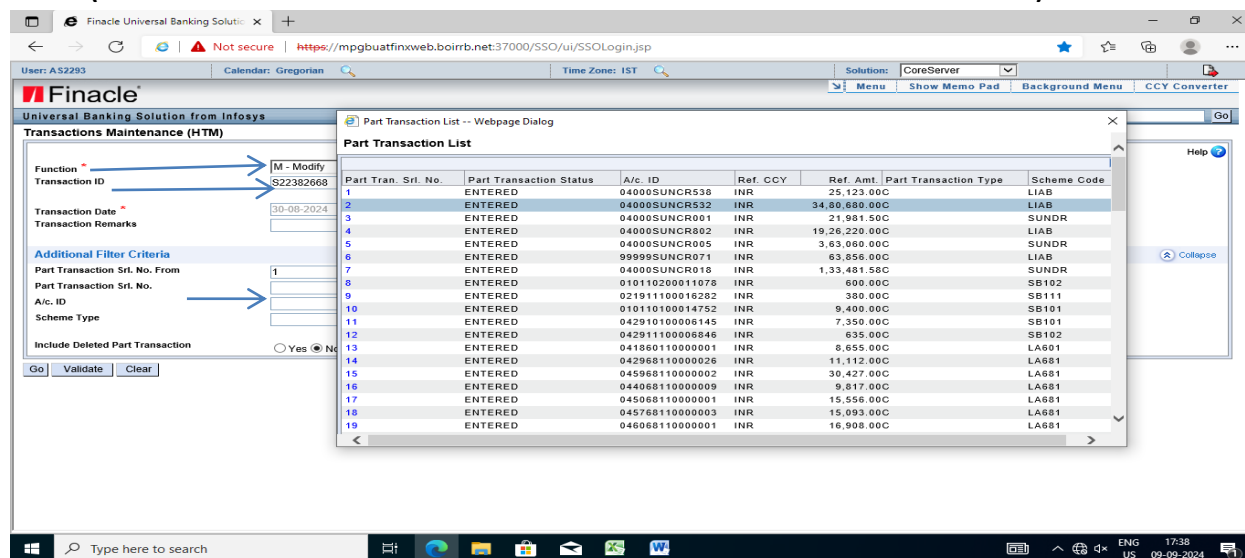


### 3- NOTE THE TRANSACTION NUMBER



### 4- INVOKE THE MENU 'HTM'

- IF FILE IS UPLOADED AT 'POST' FUNCTION THEN SELECT FUNCTION V-VERIFY
- IF FILE IS UPLOADED AT 'ENTER' FUNTION THEN SELECT FUNCTION M-MODIFY
- ENTER THE TRANSACTION NO. IN 'TRANSACTION ID' FIELD
- CLICK ON EXPAND
- FIRST SELECT DEBIT A/C ID SRL NO. IN 'PART TRANSACTION SRL. NO. FROM and TO' FIELD ( IF DEBIT TRANSACTION ARE MORE THAN FOLLOW PROCESS OF POINT NO. 5)



- Finacle Universal Banking Solution

Not secure | https://mpgbuatfinxweb.boirb.net:37000/SSO/ui/SSOLogin.jsp

User: AS2293 | Calendar: Gregorian | Time Zone: IST | Solution: CoreServer

Record 1 of 1

**Add**

**Part Transaction Type**

A/c. ID \*  INR 01150 MISC ITEMS

Ref. CCY/Amt.   Rate Code/Rate

Treasury Ref. No./Rate  Amt. in A/c. CCY

Transaction Particulars Code

Instrument Type

Instrument Date

Head Office Transaction Type

Charge Event ID

Ref. No.  Remarks 1

Remarks 1

User Part Transaction Code

Transaction For Non Customer \*

Is Transaction Conductor Owner of A/c. ☐ Yes ☒ No

Transaction Beneficiary ID

CTR CCY/Amt.

Fund Details

**Status**

Print Advice ☐ Online ☐ Batch ☒ None

Report Code

Grant Temporary Overdraft ☐ Yes ☒ No

Remarks 2

Status

Is Transaction Conductor Owner of A/c. and Beneficiary of Transaction ☐ Yes ☒ No

Transaction Conductor ID

Source of Funds

Intended Use of Funds

**Record**

☐ Del.  **Go**

Validate	Restore Values	Options
Ledger Balance	INR 0.00	Cr.
Effective Available Balance	INR 0.00	Cr.
A/c. Status		
Customer Status		
General Ledger Subhead Code	17040	
Entered Debit/Credit	1/217	
Total Part Transaction	218/0	
Entered/Drafted		
Available Balance	INR 0.00	Cr.
Shadow Balance	INR 0.00	Cr.
Mode of Operation		
Preference Language Code		
Posted Debit/Credit	0/0	
Part Transaction Deleted	0	

- The screenshot displays the Finacle Universal Banking Solution web application. The top navigation bar includes the user name "User: AS2293", the calendar set to "Gregorian", the time zone as "IST", and the solution name "CoreServer". Below this, the page title is "Transaction Maintenance - Part Transaction List". A message states "Transaction ID modified successfully." with a "Go" button. The main area contains a table with columns: Post, Srt. No., A/c. ID, Instr. No., Instr. Date, Particulars, Ref. CCY, Ref. Amt. (Dr.), Ref. Amt. (Cr.), and Effective Available Bal.

Post	Srt. No.	A/c. ID	Instr. No.	Instr. Date	Particulars	Ref. CCY	Ref. Amt. (Dr.)	Ref. Amt. (Cr.)	Effective Available Bal.
<input checked="" type="checkbox"/>	218	01150SUNCR099 INR 01150 MISC ITEMS		01-08-2024		INR	7586276.58	0	
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

At the bottom, there are buttons: Submit, Refresh Balance, Cancel, Select All Part Transactions, and Deselect All Part Transactions. A large blue arrow points to the "Select All Part Transactions" button.

- SELECT 'OVERRIDE EXCEPTIONS'
- CLICK ON ACCEPT

Finacle Universal Banking Solution

User: AS2293 | Calendar: Gregorian | Time Zone: IST | Solution: CoreServer

30 August, 2024 | User: AS2293 | 01150 | Menu Shortcut: Go

### Transaction Maintenance - Transaction Posting

Function: Modify | Tran. Type/Sub Type: T/BI - Bank Induced

Override Exceptions	Proxy Post	Part Tran. Srl. No.	A/c. ID	Effective Available Bal.	Ref. CCY	Ref. Amt. (Dr.)	Ref. Amt. (Cr.)	Value Date	Tran. Particulars
<input checked="" type="checkbox"/>	<a href="#">Transaction Maintenance - Proxy Posting Details</a>	218	01150SUNCR099 INR 01150 MISC ITEMS	0	INR	7586276.58		29-08-2024	01-08-2024
GU2	Exception		A/C IN DEBIT BALANCE (CHECK AVAILABLE BALANCE)						
HB2	Exception		Debit balance limit exceeded						
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								

Entered Dr./Cr. : 1/217 | Posted Dr./Cr. : 0/0 | Total Part Tran. Entered/Posted : 218/0

[Accept](#) [Quit](#)

- DEBIT TRANSACTION GET POSTED

Finacle Universal Banking Solution

User: AS2293 | Calendar: Gregorian | Time Zone: IST | Solution: CoreServer

30 August, 2024 | User: AS2293 | 01150 | Menu Shortcut: Go

### Transaction Maintenance

Transaction ID < S22407097 / 30-08-2024 > Posted successfully.

Transaction Details	Template ID	Transaction Remarks
Initiating SOL ID: 01150		
Transaction Type/Subtype: T/BI - Bank Induced		
Transaction Status: PARTLY_POSTED		
Transaction ID: S22407097		
Entered Debit/Credit: 1/217	Posted Debit/Credit: 0	Total Part Transaction Entered/Posted: 218/1
Part Transaction Deleted: 0	Part Transaction Verified: 0	Part Transaction Purged: 0

[OK](#)



- 5- NOW ENTER CREDIT ACCOUNT SRL NO. RANGE IN 'PART TRANSACTION SRL NO. FROM AND PART TRANSACTION SRL NO.TO' ( EG. THE TRANSACTION ID IS HAVING 300 RECORDS THEN FIRST TAKE '1 – 50' RANGE, AFTER IT TAKE '51-100' RANGE, THEN 101- 150, AND GO ON TILL LAST TRANSACTION )

Finacle Universal Banking Solution

User: AS2293 | Calendar: Gregorian | Time Zone: IST | Solution: CoreServer

Menu | Show Memo Pad | Background Menu | CCY Converter

30 August, 2024 | User: AS2293 | 01150 | Menu Shortcut: | Go

**Transactions Maintenance (HTM)**

Function: M - Modify  
Transaction ID: S22379242  
Transaction Date: 30-08-2024  
Transaction Remarks:

Initiating SOL ID  
Template ID  
Transaction Type/Subtype: Select  
User Transaction Code

**Additional Filter Criteria**

Part Transaction Srl. No. From: 1  
Part Transaction Srl. No. To: 50  
Part Transaction Type: Debit  
A/c. ID  
Scheme Type  
Include Deleted Part Transaction: Yes No  
Include Posted Part Transaction: Yes No

Go Validate Clear

- 6- CLICK ON GO

Finacle Universal Banking Solution

User: AS2293 | Calendar: Gregorian | Time Zone: IST | Solution: CoreServer

Menu | Show Memo Pad | Background Menu | CCY Converter

30 August, 2024 | User: AS2293 | 01150 | Menu Shortcut: | Go

**Transactions Maintenance (HTM)**

Function: M - Modify  
Transaction ID: S22379242  
Transaction Date: 30-08-2024  
Transaction Remarks:

Initiating SOL ID  
Template ID  
Transaction Type/Subtype: Select  
User Transaction Code

**Additional Filter Criteria**

Part Transaction Srl. No. From: 1  
Part Transaction Srl. No. To: 50  
Part Transaction Type: Debit  
A/c. ID  
Scheme Type  
Include Deleted Part Transaction: Yes No  
Include Posted Part Transaction: Yes No

Go Validate Clear

## 7- CLICK ON 'POST BY PART TRANSACTION'

The screenshot shows the 'Transaction Particulars' form in the Finacle Universal Banking Solution. The form is divided into two main sections: 'Transaction Particulars' on the left and 'Transaction Details' on the right. The 'Transaction Particulars' section includes fields for Transaction Particulars Code, Instrument Type, Instrument Date, Head Office Transaction Type, Charge Event ID, Ref. No., Remarks 1, User Part Transaction Code, Transaction For Non Customer, Is Transaction Conductor Owner of A/c., Transaction Beneficiary ID, CTR CCY/Amt., and Fund Details. The 'Transaction Details' section includes fields for Transaction Particulars, Instrument Alpha/Srl. No., Value Date/General Ledger Date, Print Advice, Report Code, Grant Temporary Overdraft, Remarks 2, Status, Is Transaction Conductor Owner of A/c. and Beneficiary of Transaction, Transaction Conductor ID, Source of Funds, and Intended Use of Funds. The 'Record' section at the bottom shows a table with columns for Ledger Balance, Effective Available Balance, A/c. Status, Customer Status, General Ledger Subhead Code, Entered Debit/Credit, Total Part Transaction Entered/Posted, Part Transaction Verified, Non Customer Details, Posted Debit/Credit, Part Transaction Deleted, and Part Transaction Purged. The 'Post By Part Transaction' button is highlighted with a blue arrow.

## 8- CLICK ON 'SELECT ALL PART TRANSACTION'

The screenshot shows the 'Transaction Maintenance - Part Transaction List' in the Finacle Universal Banking Solution. The table displays a list of transactions with columns for Post, Sri. No., A/c. ID, Instr. No., Instr. Date, Particulars, Ref. CCY, Ref. Amt. (Dr.), Ref. Amt. (Cr.), and Effective Available Bal. The 'Post' column has checkboxes for each transaction. The 'SELECT ALL PART TRANSACTIONS' button is highlighted with a blue arrow.

Post	Sri. No.	A/c. ID	Instr. No.	Instr. Date	Particulars	Ref. CCY	Ref. Amt. (Dr.)	Ref. Amt. (Cr.)	Effective Available Bal.
<input checked="" type="checkbox"/>	1	04000SUNCR538 INR 04000 HO STAFF LIC (SSS)		01-08-2024		INR	25123.00	42477.00 Cr.	
<input checked="" type="checkbox"/>	2	04000SUNCR532 INR 04000 HO INCOME TAX		01-08-2024		INR	3480600.00	0.00	
<input checked="" type="checkbox"/>	3	04000SUNCR001 INR 04000 LIC PREMIUM		01-08-2024		INR	21981.50	0.00	
<input checked="" type="checkbox"/>	4	04000SUNCR802 INR 04000 NATIONAL PENSION SYSTEM (NPS)		01-08-2024		INR	1926220.00	0.00	
<input checked="" type="checkbox"/>	5	04000SUNCR005 INR 04000 PROVIDENT FUND		01-08-2024		INR	363060.00	0.00	

9- SELECT 'OVER RIDE EXCEPTIONS' AS YES

- CHECK ALL PAGES AND SELECT ALL ACCOUNT

- **NOTE- USER SHOULD NOT CLICK ON PROXY POST IF THEY SELECT THEN THAT TRANSACTION GOES AT PROXY LEVEL AT THAT A/C ID**

Finacle Universal Banking Solution

User: DR1856 | Calendar: Gregorian | Time Zone: IST | Solution: CoreServer | 30 August, 2024 | User: DR1856 | 01000 | Menu Shortcut: Go

Transaction Maintenance - Transaction Posting

Function: Modify | Tran. Type/Sub Type: T/BI - Bank Induced

Override Exceptions	Proxy Post	Part Tran. No.	A/c. ID	Effective Available Bal.	Ref. CCY	Ref. Amt. (Dr.)	Ref. Amt. (Cr.)	Value Date	Tran. Particulars
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	04000SUNC0532 INR 04000 HO INCOME TAX	0.00	INR	3480680.00		29-08-2024	01-08-2024
EF2	Exception		CREDIT TRANSFER LIMIT EXCEEDS						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	04000SUNC005 INR 04000 PROVIDENT FUND	0.00	INR	363060.00		29-08-2024	01-08-2024
EF2	Exception		CREDIT TRANSFER LIMIT EXCEEDS						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7	04000SUNC018 INR 04000 OTHER DEDUCTIONS - STAFF SAL	0.00	INR	133481.58		29-08-2024	01-08-2024
EF2	Exception		CREDIT TRANSFER LIMIT EXCEEDS						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	010110100014752 INR 01010 N.M.G.B.OFFL ORGANISATION (ASSOCIATION)	1080150.09	INR	9400.00		29-08-2024	01-08-2024
GJ2	Exception		VALUE DATED TRANSACTION						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11	042910100006145 INR 04290 MADHYA PRADESH GRAMIN BANK OFFICER ASSOCIATION	1740092.63	INR	7350.00		29-08-2024	01-08-2024
GJ2	Exception		VALUE DATED TRANSACTION						

Entered Dr./Cr.: 1/217 | Posted Dr./Cr.: 0/0 | Total Part Tran. Entered/Posted: 218/0

Accept | Quit

10- CLICK ON ACCEPT

Finacle Universal Banking Solution

User: AS2293 | Calendar: Gregorian | Time Zone: IST | Solution: CoreServer | 30 August, 2024 | User: AS2293 | 01150 | Menu Shortcut: Go

Transaction Maintenance

Transaction ID < S22407097 / 30-08-2024 > Posted successfully.

Transaction Details

Initiating SOL ID	01150	Template ID	
Transaction Type/Subtype	T/BI - Bank Induced	Transaction Remarks	
Transaction Status	PARTLY_POSTED		
Transaction ID	S22407097		

Entered Debit/Credit	1/217	Posted Debit/Credit	0	Total Part Transaction Entered/Posted	218/51
Part Transaction Deleted	0	Part Transaction Verified	0	Part Transaction Purged	0

OK

11- NOW FOLLOW THIS PATH FOR ANOTHER RANGE OF ACCOUNT'S TILL THE LAST TRANSACTION

