

Credit Circular 2024/18
15th August 2024

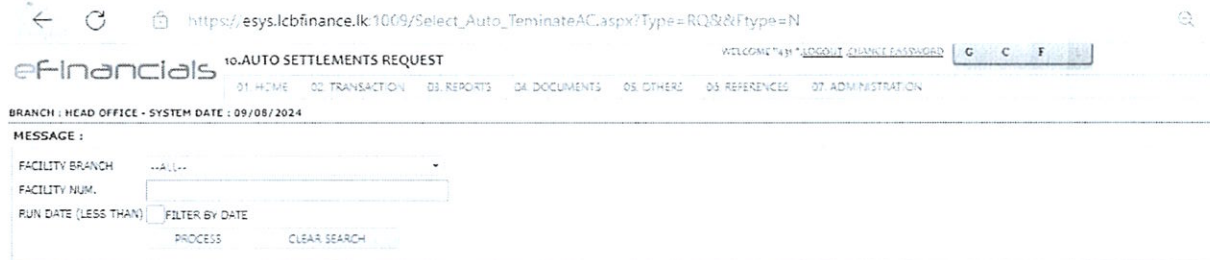
**CLOSING OF LOANS & LEASE ACCOUNTS BEARING ZERO BALANCES
IN THE E-FINANCE SYSTEM**

1. Certain lease and loan accounts which had been settled in full continue to remain in the **"current running"** status with the balances as zero. This data is interrupting the accuracy of the required on line reporting procedures laid down by CBSL
2. Therefore, Branch Managers are required to mark the status of such account as **"close"** as per the procedure given below having satisfied themselves that the facility had been fully settled.

Procedure

The screen shots for "0" Balance Facility Close process is given below.

Transaction --> Other --> Auto Settlements Request
Auto Settlements Approve
Auto Settlements Confirm



Example

- a) Enter Branch:- Eg:- Galle
- b) Enter Facility No :- XXXXXXXXXXXX
- c) Then select Process
- d) Then select Auto Settlements Approve & Auto Settlements Confirm

For guidance please contact the DGM (IT) or Manager (Application Support) at IT Department.

Branch Managers are required to attend to this matter without any delay as this requirement is to comply with a regulatory directive.



Head of Compliance



CEO/ Executive Director