



User Manual

APPLICATION : CAS (CENTRALIZED APPLICATION SOFTWARE)
MODULE : INTER BRANCH TRANSACTIONS
MONITORING

PREPARED BY



REVISION HISTORY

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PREFACE

This Module is used for effective and timely Reconciliation of Inter-Branch (IB) transactions.

The activity is accomplished through the main workflow stages listed below.

1. Create Inter Branch transaction records at branches (both computerized & non computerized)
2. Generate an upload file extracting the required information from the application running in branches (BAS / Single PC application)
3. Upload the file from the source branch
4. Accept / Return the IB details at the destination branch
5. If returned from destination, receive the same at source (to do the required rectification)

This manual is supposed to give the end user a clear direction about how to accomplish each step of the inter-branch transactions.

1. How to feed IB Transaction details into the Local Stand-alone System (Ponnonnam Software)

1. Login to Ponnonnam software.
2. Navigate to : CAS Data Preparation->Inter Branch Register

3. Select required Branch (to where Advice is to be sent) from the list.
4. Enter mandatory fields like 'Advice No, Challan Number, Name and Amount'

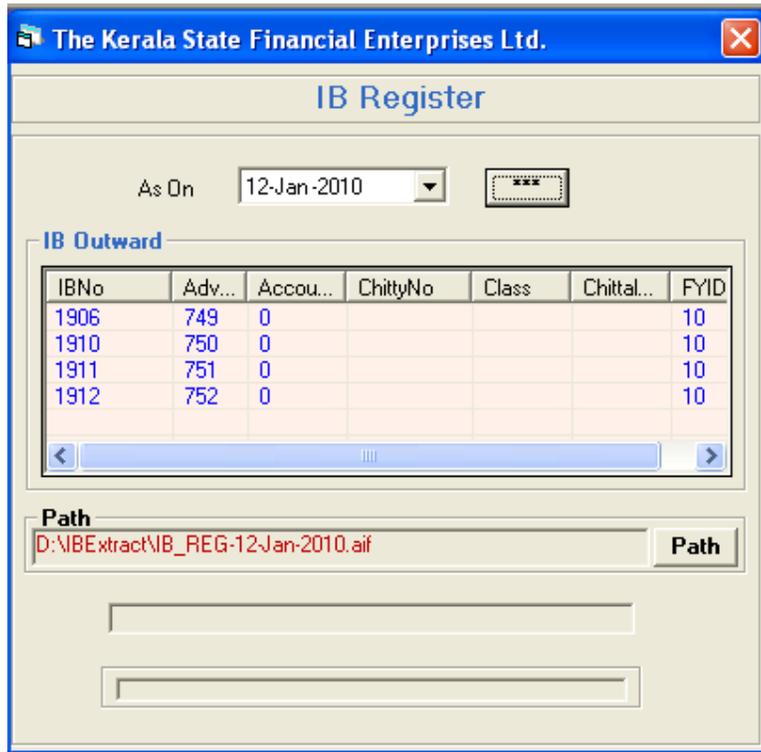
5. Enter other fields if necessary.
6. Select required 'Mode' from Mode of Remittance tab.
7. Fill all required fields in 'Destination Details' tab.

8. Click **Add** button to add entered details.
9. The details added will be displayed in the 'List of IB' grid. Modifications can be done by selecting the Challan No. from the List of IB grid.

Note: While entering destination details for schemes other than chitty, acc no should be entered in strict numeric form. ie HPLoan 16, not HPLoan 16/2000

2. How to Generate IB Upload File using Ponnonam Software

1. Login to Ponnonam software.
2. Set the extraction path before extracting IB file through CAS Data Preparation->Path Control.
3. Navigate to: CASData Extraction->Inter Branch Register
4. Click on **** button after selecting the date.



5. Click Add button to add details (Name of the Output file is 'IB_reg-<Processing date>.aif')

4. How to Upload the IB extract file into CAS

1. Login to CAS application.
2. Navigate to: IB->IB upload

- IB
- IB Upload
- Outward IB Authorization
- Inward IB View
- Inward IB Authorize
- Accept Returned IB
- Action Taken on Returned IB
- Find IB
- ✖ Reports
- ✖ Balance Verification

IB Transaction Uploading (outward)

Load File

This screen is to upload outward IB transactions of the login branch. Click 'Load File' button, brows and locate the file to be uploaded

3. Click Load File button to navigate to required folder for selecting extracted file.
4. Upload the required IB file (for example : IB_REG-17-Mar-2010.aif).

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- Inward IB Authorize
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IB Transaction Uploading (outward)

This screen is to upload outward IB transactions of the login branch. Click 'Load File' button, brows and locate the file to be uploaded

IB_REG-17-Mar-2010.aif

Load File

Advice No	Branch Code and Name	Payee Name	Chalan No	Amount Rs.
1	224 AARANMULA	ravi	1	5,000
	Chitty/12/2009/A/15			5,000
	Total			5,000
2	163 STATU	RAJU	15	2,000
	Chitty/15/2007/A/16			2,000
	Total			2,000

Submit
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5. Click Submit button to submit the uploaded data.

5. How to Authorize the uploaded data in CAS. (This might be a higher designation privilege)

1. Login to CAS application.
2. Navigate to: IB->Outward IB Authorization.

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- Outward IB Authorization
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Outward IB Transactions waiting for Authorization

Click hyperlinked date to see transaction details of the date. Authorization is possible from the details view screen.

Date	Advice No	Destination Branch	Number of Chalans	Total Amount Rs.
17-Mar-2010	1	AARANMULA	1	5,000
17-Mar-2010	2	STATUE (TVM EVENING I)	9	21,700
17-Mar-2010	3	ADOOR	1	2,500
Day Total : 29,200.00			Pending Total : 29,200.00	

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3. Click on the date against a destination branch to view details.

IB

IB Upload

Outward IB Authorization

Inward IB View

Inward IB Authorize

Accept Returned IB

Action Taken on Returned IB

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✚ Balance Verification

Outward IB Transaction waiting for Authorization

Please verify the entries before authorization Selected Entries only will be authorised

Destination Branch : 224 AARANMULA				Advice No : 1		Date : 17-Mar-2010	
<input type="checkbox"/>	Chalan No	Effective Date	Name of Payee	Address of Payee	Sno	Particulars of Remittance	Amount Rs.
<input type="checkbox"/>	1	17-Mar-2010	ravi		1	Chitty 12/2009-A/15	5,000
Chalan Total							5,000
ADVICE TOTAL							5,000

Authorize
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4. Click on square box provided in the left side of individual Challan No for selecting it for authorization or the user can select all challans on a single click by clicking Challan No check box provided on the header row.
5. After selecting single or multiple challans, Click **Authorize** button to authorize the selected challans.

6. How to Accept / Reject Inward IB at Destination Branch

A branch has to receive the IBs targeted to the respective branches. Transactions uploaded and properly authorized from the source location will be visible to the respective destinations to receive at their end.

1. Login to CAS application.
2. Navigate to: IB->Inward IB View- where the branch will get a list of the inward IB waiting to receive at their end.

IB

IB Upload

Outward IB Authorization

Inward IB View

Inward IB Authorize

Accept Returned IB

Action Taken on Returned IB

Find IB

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✚ Balance Verification

Inward IB Transactions waiting for action

Click Source Branch Name to see chalan-wise split-up. Click chalan number to see details and to Accept or Reject the transaction.

<input type="checkbox"/>	Date	Advice No	Source Branch	Number of Chalans	Total Amount Rs.
<input type="checkbox"/>	17-Mar-2010	1	CHERPU	1	5,000
<input type="checkbox"/>	23-Mar-2010	1	CHATHANOOR	1	5,000

Print Advice(s)
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3. Click **Print Advice(s)** button for taking printout for the selected advices. After ensuring the accuracy of each challan with branch records and providing them with BI Number, record this in accept IB as described in the following steps. Adjustment of inward IB is done outside of the CAS, hence it is mandatory that the advice printouts are taken and BI number recorded in the space provided in the printout.
4. Click the corresponding Source branch name to see Challans included in an advice.

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Inward IB Transactions waiting for action

Click Source Branch Name to see chalan-wise split-up. Click chalan number to see details and to Accept or Reject the transaction.

<input type="checkbox"/>	Date	Advice No	Source Branch	Number of Chalans	Total Amount Rs.
<input type="checkbox"/>	17-Mar-2010	1	CHERPU	1	5,000
	BI No	Date	Chalan No	Payee Name	Amount Rs.
			1 ravi		5,000
<input type="checkbox"/>	23-Mar-2010	1	CHATHANOR	1	5,000

[Print Advice\(s\)](#) [Back](#)

- Clicking the Challan no. navigates to another screen 'Inward IB transaction waiting for action' which shows individual chalan details. Acceptances as well as Return are possible Challan wise only.

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IB Upload
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Inward IB View
Inward IB Authorize
Accept Returned IB
Action Taken on Returned IB
Find IB
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✕ Balance Verification

Inward IB transaction waiting for action

Accept or Reject the transaction. Please verify the BI number and Date given are correct before submit

Source Branch : 157 CHERPU	Advice No : 1	Date : 17-Mar-2010
Chalan No : 1	Payee Name : ravi	Amount Rs. : 5,000

Sno	Particulars of Remittance	Amount Rs.
1	Chitty 12/2009-A/15	5,000
TOTAL		5,000

[Accept with BI No](#)
[Return the Chalan](#)

[Submit](#) [Back](#)

- Click 'Accept with BI no.' link to accept the challan.

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IB Upload
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Inward IB Authorize
Accept Returned IB
Action Taken on Returned IB
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Inward IB transaction waiting for action

Accept or Reject the transaction. Please verify the BI number and Date given are correct before submit

Source Branch : 157 CHERPU	Advice No : 1	Date : 17-Mar-2010
Chalan No : 1	Payee Name : ravi	Amount Rs. : 5,000

Sno	Particulars of Remittance	Amount Rs.
1	Chitty 12/2009-A/15	5,000
TOTAL		5,000

[Accept with BI No](#) BI No Date
 Remark
[Return the Chalan](#)

7. After entering 'BI No., Date and remarks' click **Submit** button to accept the Challan.
8. If the branch wish to return the Challan due to some reasons, Click 'Return the Challan' link.

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Accept Returned IB
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Inward IB transaction waiting for action

Accept or Reject the transaction. Please verify the BI number and Date given are correct before submit

Source Branch : 157 CHERPU	Advice No : 1	Date : 17-Mar-2010
Chalan No : 1	Payee Name : ravi	Amount Rs. : 5,000

Sno	Particulars of Remittance	Amount Rs.
1	Chitty 12/2009-A/15	5,000
TOTAL		5,000

[Accept with BI No](#)
[Return the Chalan](#) Reason for Rejection

9. After entering the reason for rejection, Click **Submit** button to complete the activity.

7. How to Authorize the Inward IB at Destination Branch (This might be a higher designation privilege)

1. Login to CAS.
2. Navigate to: IB->Inward IB Authorize

<input type="checkbox"/>	Date	Source Branch	Advice No	Chalan No	Amount Rs.	Status	BI No	BI Date
<input type="checkbox"/>	17-Mar-2010	Cherpu	1	1	5,000	Accepted At Responding Br	125	25-Mar-2010

3. Click on Challan Number to view the details.

Sino	Particulars	Amount Rs.	Remarks
1	Chitty 12/2009-A/15	5,000	

4. Click **Authorize** button to authorize the selected record.

8. How to Accept Returned IB's at Source (Originating) Branch

In case the destination branch has rejected an IB and has returned it due to some reasons, the same has to be accepted back and accounted in General Suspense at the originating location. Such advices should be retransmitted after making the necessary. This can be done through the following steps.

1. Login to CAS.
2. Navigate to: IB->Accept Returned IB
3. The details of Returned IB from a destination branch after the authorization are displayed here.

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- Action Taken on Returned IB
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Accept Returned IB

Please verify the details before authorization. Click hyperlinked Branch name to see reason for rejection. Selected Entries only will be accepted & authorised

<input type="checkbox"/>	Date	Returned From Branch	Advice No	Chalan No	Amount Rs.	IB No	Return Date
<input type="checkbox"/>	17-Mar-2010	AARANMULA	1	1	5,000	1	25-Mar-2010

Accept & Authorize
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4. Click 'Returned from Branch' Name to view its details.

- IB
- IB Upload
- Outward IB Authorization
- Inward IB View
- Inward IB Authorize
- Accept Returned IB
- Action Taken on Returned IB
- Find IB
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- ✖ Balance Verification

Accept Returned IB

Please verify the details before authorization. Click hyperlinked Branch name to see reason for rejection. Selected Entries only will be accepted & authorised

<input type="checkbox"/>	Date	Returned From Branch	Advice No	Chalan No	Amount Rs.	IB No	Return Date
<input type="checkbox"/>	17-Mar-2010	AARANMULA	1	1	5,000	1	25-Mar-2010

Sno	Particulars	Amount Rs.
1	Chitty 12/2009-A/15	5,000

Reason	There is no such chitty in this Branch.
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Accept & Authorize
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5. Click Accept and Authorize button for accepting the selected record.

9. How To Capture the Action taken on a Returned IB for monitoring purpose

The source branch is supposed to do an investigation to find out what is wrong with the returned IB. They can rectify what was wrong with the IB and resend it later. Whatever are the actions, the action taken on a returned IB need to be fed into CAS for monitoring purpose at HO/RO level.

Follow the steps below to do this.

1. Login to CAS.
2. Navigate to: IB->Action taken on returned IB
3. Click on branch name link in 'Returned from branch' column and enter the description and date of Action Taken.

IB

Action Taken on Returned IB

Click hyperlinked branch name to give Action taken date and description. Selected entries only will be Submitted.

	IB Date	Returned From Branch	Advice No	Chalan No	Amount Rs.	IB No	Return Date	Action Taken / Not
<input type="checkbox"/>	17-Mar-2010	AARANMULA	1	1	5,000	1	25-Mar-2010	NO

Action Taken

Action Date

Submit

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4. Click **Submit** button to submit the record.

10. Verification of Branch Balance

Branches are required to verify their GL Balance in the HOC (IB) A/c with CAS data. CAS maintains an IB register similar to the IB register maintained at branches (Reports/IB register). Branches should periodically verify the system balance with that maintained at their end using the "Balance Verification Option" provided in the CAS.

1. Login to CAS.
2. Navigate to: IB->Balance Verification->Entry
3. Select a date using the date picker and click show button
4. The system automatically shows the system balance as on the selected date.
5. Enter the branch ledger balance in the 'Balance as per Branch Ledger' field.
6. System will automatically display the difference between the two balances
7. Should enter the entries causing difference in the space provided by clicking **Add** link.
8. On completing the list of un-reconciled entries , click 'submit' button.
9. Navigate to: IB->Balance Verification->list.
10. Select the entered record and click 'show details'. Modifications to the submitted entries can be made up to this level. If all the entries are correct, proceed to next step
11. Click on 'Final Submit' button.

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List

Balance Verification This screen is used to manage Balance Verification.

Include OB *As On Date

Balance as per HOC IBC	<input type="text" value="0.0"/>	Debit
*Balance as per Branch Ledger	<input type="text" value="5000.0"/>	Debit
Difference	<input type="text" value="5000"/>	Credit

SI No	Particulars	Debit	Credit	Action taken
<input type="checkbox"/> 1	ca1257dt17.03.10 wr acc	2500		rev on 01.04.2010
<input type="checkbox"/> 2	ca 257 dt 23.03.10 wr acc	2500		rev on 01.04.2010

[Add](#) [Remove](#)

Total	<input type="text" value="5000"/>	Debit
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[Modify](#) [View List](#)

11. How to Find IB Details

1. Login to CAS.
2. Navigate to: IB->Find IB
3. Select the required filter criteria and click the lens button provided in header row.

IB
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Inward IB Authorize
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Entry
List

List of IB Transactions Use Filter options to find out an IB. Range filter is possible for IB Date column. (Start Date on top row and End Date in bottom row)

IB Date	Source Branch	Source Region	Challan Number	Advice Number	Payee Name	Amount	Target Bra
23-Mar-2010	Anandavallees waram	Kollam	81694	2294	AjimoI R	900	Adoor
23-Mar-2010	Anandavallees waram	Kollam	81664	2295	Bhagya Lekshmi	850	Loan Unit,Alappu
23-Mar-2010	Anandavallees waram	Kollam	81868	2296	Sajeev Kumar	3750	Kollam Bee Road
23-Mar-2010	Anandavallees waram	Kollam	81586	2296	Hareesh Kumar	2250	Kollam Bee Road
23-Mar-2010	Anandavallees waram	Kollam	81695	2297	Prasanna	4700	Erakulam
23-Mar-2010	Anandavallees waram	Kollam	81595	2298	Santhosh Kumar	1372	Ezhukone
23-Mar-2010	Anandavallees waram	Kollam	81566	2299	Saritha S	750	Kilikollur
23-Mar-2010	Anandavallees waram	Kollam	81490	2300	Narasimhan Kammath	2000	Kollam
23-Mar-2010	Anandavallees waram	Kollam	81687	2301	Jaleela Beevi S	1000	Kottiyam
23-Mar-2010	Anandavallees waram	Kollam	81681	2302	Usha Kumari	2228	Haripad

12. How to take Reports

1. Login to CAS.
2. Navigate to: IB->Reports
3. User can select different reports on both outward and inward IBs based on the different status of the records.
4. Each report can be generated either in 'Summary' or in 'Detail'.
5. User can generate 'IB Ledger' on the basis of date filtration only.