

# **User Manual**

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

PREPARED BY



## **REVISION HISTORY**

Version	Date	Description	Prepared By	Reviewed By
1.0.0	25-03-2010	First Version	Reghunath.K	Krishnaraj

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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 Ponnonam software.
- 2. Navigate to : CAS Data Preparation->Inter Branch Register

🗟 Kerala State Financial Enterprises Limited 🛛 🔀										
INTER BRANCH REGISTER										
Branch ID AARANMULA(224)     FY ID 1     ADIMALY(259)     ADOOR(57)     Advice No     Date Of Receipt 25-Mar-2010										
Challan No Eff.Date	Advice No	Name		Amount	Mode					
					0.00					
			-Mode of Remitte	ance	0.00					
*Challan Number	* Name		* Mode	Cash	•					
Particulars	Address	~	Chitty Number							
Effective Date 25-Mar-2010	<u>_</u>	<u>~</u>	Class	C Cł	nittal No					
*Amount			Account No							
-Destination Details				1						
SchemeName Chitty	Or AccNo Class	ChittalNo	Amount							

- 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.

ŝ	Kerala S	tate Fina	ncial Enterpris	es Limite	d					×
	INTER BRANCH REGISTER									
*	Branch ID	AARANI ADIMAL ADOOR	MULA(224) Y(259) (57)		FY Advice I	11D 1 No 44		Date Of Receipt 25	i-Mar-201	0 🔻
	Challan No	Eff.Date	е	Advice No	)	Name			Amount	Mode
	<					IIII				
	*Challan	Number		12	* Name	Ramachandra	ın	Mode of Remitte	ance —	
	Pa	urticulars			Address		<u>_</u>	Chitty Number	Cash	
	Effecti	ve Date	25-Mar-2010	-				Class		Chittal No
	<b>*</b> A	mount	/	6000				Account No		
1	Des	tination	Details							
	*	<u>SchemeNar</u> Chitty NHFS HP Loan	me Chitty ▼ 12/20 14 16	Or AccNo 09	A A		ChittalNo 14	Amount 2000 3000 1000		

- 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.

🗗 The Kerala	🏜 The Kerala State Financial Enterprises Ltd. 🛛 🔀									
IB Register										
As On 25-Mar-2010										
IBNo	Adu	Accou	ChittuNo	Class	Chittal	EVID				
13	44	0				1				
Path C:\Documents and Path										

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

#### 3. How to Generate Upload File from Data Picker

- 1. Login to Data Picker.
- Set the extraction path before extracting IB file through Data Extraction->Path Control.
   Navigate to: Data Extraction->IB->IB Details.
- 4. Click on \*\*\* button after selecting required date.

8	The Keral	a State	Financia	ll Enterpris	es Ltd.		×				
	IB Register										
Г	As IB Outward	On [	12-Jan -20'	10 🔽							
	IBNo	Adv	Accou	ChittyNo	Class	Chittal	FYID				
	1906	749	0				10				
	1910	750	0				10				
	1911	751	0				10				
	1912	752	0				10				
	<						>				
	Path D:\\BExtract\\B_REG-12\Jan-2010.aif Path										

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		This screen is to unload outward IR transactions of the log
Outward IB Authorization	IB Transaction Uploading (outward)	branch Click' load File' button brows and locate the file to
Inward IB View		uplloaded
Inward IB Authorize		
Accept Returned IB	Load File	
Action Taken on Returned IB		
Find IB		
* Reports		
Salance Verification		

- 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).

IB Upload Outward IB Authorization Inward IB View Inward IB Authorize Accept Returned IB	IB Transaction	Uploading (d	putward)	This screen is to upload outward IB transactions of the login branch. Click 'Load File' button, brows and locate the file to be uplloaded IB_REG-17-Mar-2010.aif			
Action Taken on Returned IB	Advice No	Branch Code	and Name	Payee Name	Chalan No	Amount Rs.	
Find IB	1	224 AAP ANM	μA	ravi		5 000	
	-	221 AANAINING		TOW	-	5,000	
Balance Verification			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	
	<					>	

- 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.

IB									
IB Upload	Outward IB Transa	actions waiting fo	Click hyperlinked date to see transaction d	Click hyperlinked date to see transaction details of the date. Authorization is					
Outward IB Authorization	Authorization		possible from the details view screen.						
Inward IB View									
Inward IB Authorize									
Accept Returned IB	Date	Advice No	Destination Branch	Number of	Total				
Action Taken on Returned				Chalans	Amount Rs.				
IB	17-Mar-2010	1	AARANMULA	1	5.000				
Find IB					,				
* Reports	<u>17-Mar-2010</u>	2	STATUE (TVM EVENING I)	9	21,700				
Balance Verification	<u>17-Mar-2010</u>	3	ADOOR	1	2,500				
	Day Total : 29,200.00 Pending Total : 29,200.00								

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

Back

IB IB Upload Outward IB Authorization Inward IB View	Outward	rd IB Transaction waiting for Authorization Please verify the entries before authorization Selecte only will be authorised									
Inward IB Authorize		Dest	ination Bran	ch : 224 AARANI	MULA	Advice No : 1 Date : 17-Mar-2					
Action Taken on Returned IB			Chalan No	Effective Date	Name of Payee	Address of Payee	Sino	Particulars of Remittance	Amount Rs.		
Find IB			1	17-Mar-2010	ravi		1	Chitty 12/2009-A/15	5,000		
Balance Verification								Chalan Total	5,000		
								ADVICE TOTAL	5,000		
								Authorize Back	n		

- 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 Chalan 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	Inward IB Transa	ctions	waiting for action	on	Click Source Branch Name to see chalan-wise solit-up. Click				
Outward IB Authorization		0.0110	, nunng for den		chalan number to see det	ails and to Acce	pt or Reject the		
Inward IB View					transaction.				
Inward IB Authorize									
Accept Returned IB			Dete	A 4 4 N-	Assess Decest	11	<b>T</b> -4-1		
Action Taken on Returned IB			Date	Advice No	Source Branch	Number of Chalans	Amount Rs.		
Find IB			17-Mar-2010	1	CHERPU	1	5.000		
× Reports							-,		
Balance Verification			23-Mar-2010	1	CHATHANOOR	1	5,000		

- 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.

Print Advice(s)

Back

IB IB Upload Outward IB Authorization Inward IB View	Inward IB Trans	action	s wai	ting for acti	on		Click Source Branch Nam chalan number to see det transaction.	e to see chalan- ails and to Acce	wise split-up. Click pt or Reject the
Accept Returned IB Action Taken on Returned IB			Date		Advice No Se		Source Branch	Number of Chalans	Total Amount Rs.
Find IB × Reports			17-M	ar-2010	1		CHERPU	1	5,000
* Balance Verification		BI No	D	Date		Chalan No	Payee Name		Amount Rs.
						1	ravi		5,000
			23-M	ar-2010	1			1	5,000
								Print Advice(s)	Back

5. 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.

IB							
B Upload	Inward IB transact	tion wait	ing for action	Accept or Reject the tr	ansaction. Please v	erify the BI nuber ar	
Dutward IB Authorization			ing for dotion	Date given are correct	before submit		
nward IB View							
nward IB Authorize							
Accept Returned IB	S	ource Bra	anch:157 CHERPU	Advice No : 1	Date : 17-Mar-2010		
Action Taken on Returned B	CI	halan No	:1	Payee Name : ravi	Amount Rs.:	5,000	
Find IB		Sino	Particulars of Remittance		4	mount Rs.	
× Reports		1	Chitty 12/2009-A/15			5 000	
* Balance Verification			0.11.1, 12.12.000 11.10				
	A	ccept with teturn the	<u>i Bl No</u> Chalan				
					Sub	omit Back	

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

Inward IB Authorize Accept Returned IB Accion Taken on Returned IB Find IB * Reports * Balance Verification BI No 125 Date 25-03-2010	d IB Authorization	e verify the BI nu
Find IB * Reports * Balance Verification  Sino Particulars of Remittance  I Chitty 12/2009-A/15  TOTAL  BI No 125 Date 25-03-2010	IB Authorize Returned IB Taken on Returned	Mar-2010 s. : 5,000
Reports     Balance Verification     TOTAL     BI No     125     Date     25-03-2010		Amount Rs.
BINO 125 Date 25-03-2010	orts	5.000
BI No 125 Date 25-03-2010	nce Verification	5.000
Accept with BI No Remark		2
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.

IB IB Upload	Inward IB transac	ction wait	ing for action	Accept or Reject the transa	ction. Pleas	e verify the BI nu	uber an
Outward IB Authorization				Date given are correct befo	re submit		
Inward IB View							
Inward IB Authorize							_
Accept Returned IB		Source Bra	anch:157 CHERPU	Advice No : 1	Date:17-N	lar-2010	
Action Taken on Returned IB		Chalan No	:1	Payee Name : ravi	Amount Rs	5. : 5,000	
Find IB		Sino	Particulars of Remittance			Amount Rs.	
		1	Chitty 12/2009-A/15			5 000	
Balance Verification			01110, 122000, 110			5,000	
					TOTAL	5,000	
	_	Accept with	1 BI No				
	Ē	Return the	Chalan Reason for Rejection	There is no such chitty in this branch			<   >
					9	Submit Ba	ack

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

IB IB Upload Outward IB Authorization Inward IB View Inward IB Authorize	Auti	horize Inward I	B Transactions		F (	Please verify the only will be auth transaction deta	entries before prised. Click Cl ils	authorizati nalan num	ion. Selected En ber to see
Accept Returned IB		Date	Source Branch	Advice No.	Chalan No	Amount Re	Statue	RI No	<b>BI Data</b>
Action Taken on Returned IB		Duto	Source Brunch	Advice no	Chalan NO	Amount N3.	Accepted At	DINO	Dibute
Find IB		17-Mar-2010	Cherpu	1		1 5,000	Responding	125	25-Mar-2010
* Reports							Br		
Balance Verification									
							Auth	orize	Back

#### 3. Click on Challan Number to view the details.

IB												
IB Upload	Autho	orize Inward	IB Transactions				Please ve	erify the entries before auth	norization	. Selected Entri		
Outward IB Authorization						only will be authorised. Click Chalan number to see						
Inward IB View							transactio	on details				
Inward IB Authorize												
Accept Returned IB		lata	Source Drench		Cholon	Ma		Statua	DLNo	<b>DI Doto</b>		
Action Taken on Returned		Jale	Source Branch	Advice No	Chalai	INO	Amount KS.	Status	DINU	Di Date		
IB		17-Mar-2010	Chernu	1		1	5 000	Accepted At Responding	125	25-Mar-2010		
Find IB		2010	C. C. P. C.				0,000	Br		20 110 2010		
* Reports	Sino	Particulars				Amo	unt Rs.	Remarks				
Salance Verification			- · · · -									
	1 Chitty 12/2009-A/15						5,000					
								Auth	orize	Back		

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.

IB IB Upload Outward IB Authorization Inward IB View Inward IB Authorize	Acce	ot Returned IB			Please verif Branch nam will be acce	y the details bef le to see reasor pted & authorise	ore authoriza 1 for rejectior ed	ation. Click hyperlin 1. Selected Entries	ked only
Accept Returned IB					ol 1 11		10.11		
Action Taken on Returned		Date	Returned From Branch	Advice No	Chalan No	Amount Rs.	IB NO	Return Date	
Find IB		17-Mar-2010	AARANMULA	1	1	5,000	1	25-Mar-2010	
		1	1	1	1				1
						Accept & A	Authorize	Back	

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

IB B Upload Dutward IB Authorization nward IB View nward IB Authorize	Accept	Returned IB			Please verify the details before authorization. Click hy Branch name to see reason for rejection. Selected E will be accepted & authorised					
Accept Returned IB Action Taken on Returned		Date	Returned From Branch	Advice No	Chalan No	Amount Rs.	IB No	Return Date		
B Find IB		17-Mar-2010	AARANMULA	1	1	5,000	1	25-Mar-2010		
✓ Reports ✓ Balance Verification	Sino	Particulars	1	1			Amount Rs.			
		1 Chitty 12/20	09-A/15				5,000			
	Reas	on	There is no such chitty in this	s Branch.						

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									
IB Upload	Actio	n Taken on Ref	turned IB		Click hyp	erlinked branch	name to giv	e Action taken da	ate and
Outward IB Authorization					descripti	on. Selected en	tries only wil	I be Submitted.	
Inward IB View									
Inward IB Authorize									
Accept Returned IB		IB Date	Returned From Branch	Advice No	Chalan No	Amount Rs.	IB No	Return Date	Action
Action Taken on Returne IB	d								Taken / Not
Find IB		17-Mar-2010	AARANMULA	1	1	5 000	1	25-Mar-2010	NO
* Reports						0,000		20 1101 2010	
* Balance Verification			IB send to Adoor	~					
		Action Taken	Branch	Action Date 24-03-2010					
							Subr	nit Back	

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.

#### KSFE CAS: User Manual

ward IR Wow	Inclu	ude OE	3	*As On Da	te 26-03-20	10	Show		
ward IB Authorize	Dala					0.0	Debit		
ccept Returned IB	Bala	ance a:	s per HOC IBC		0.0				
tion Taken on Returned	*Bala	ance a	s per Branch Ledger			5000.0	Debit	$\sim$	
	Diffe	arence				5000	Credit	~	
nd IB	Dille	,Tence					Great	. ×	
Reports		SI No	Particulars	Debit	Credit	Action taken			
Balance Verification		1	ca1257dt17.03.10 wr acc		2500	rev on 01.04.201	0		
Entry		2	op 257 dt 22.02.10 wr.pop		2500	rev op 01 04 201			
	<u>Add F</u>	Remov	<u>e</u>						
	<u>Add F</u> Total	Remov	<u>e</u>			5000	Debit	~	

11. How to Find IB Details

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

IB Upload Outward IB Authorization Inward IB View	List	of IB Transaction	ıs	Use Filt	er options to column. (S	find out an tart Date on	IB. Range filter is poss top row and End Date	sible for IB Da in bottom ro	ite w)
Accept Returned IB Action Taken on Returned	Q,		Select V	Select 🗸					Select
Find IB		IB Date	Source Branch	Source Region	Challan Number	Advice Number	Payee Name	Amount	Target Bra
Keports     Balance Verification     Entry		23-Mar-2010	Anandavallees waram	Kollam	81694	2294	Ajimol R	900	Adoor
List		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 Bea Road
		23-Mar-2010	Anandavallees waram	Kollam	81586	2296	Hareesh Kumar	2250	Kollam Bea Road
		23-Mar-2010	Anandavallees waram	Kollam	81695	2297	Prasanna	4700	Ernakulam
		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 Login to CAS. 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.