User Manual

APPLICATION   : **CAS** (CENTRALIZED APPLICATION SOFTWARE)

MODULE   : **INTER BRANCH TRANSACTIONS
                MONITORING**

PREPARED BY

ACCELFRONTLINE
GLOBAL IT SERVICES

REVISION HISTORY

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

CONTENTS

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

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')

3. How to Generate Upload File from Data Picker
1.   Login to Data Picker.
2.   Set the extraction path before extracting IB file through Data Extraction->Path Control.
3.   Navigate to: Data Extraction->IB->IB Details.
4.   Click on *** button after selecting required date.
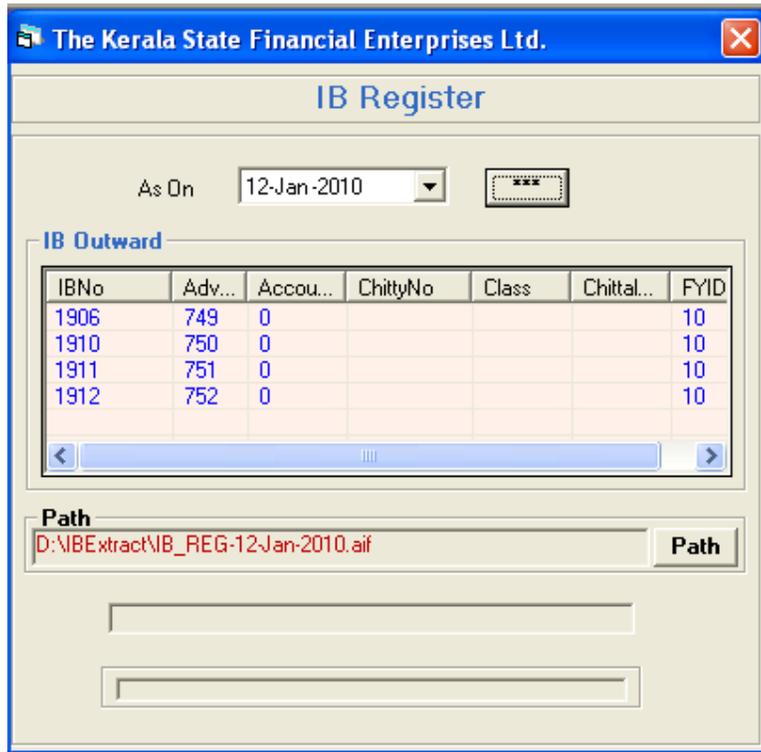
5. Click Add button to add details (Name of the Output file is 'IB_reg-<Processing date>.aif')

4. How to Upload the IB extract file into CAS

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

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).

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.

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

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.

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.

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.

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

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 |

Inward IB transaction waiting for action

Accept or Reject the transaction. Please verify the BI nuber 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
Slno	Particulars of Remittance		Amount Rs.
1	Chitty 12/2009-A/15		5,000
		TOTAL	5,000

Accept with BI No   BI No `125`   Date `25-03-2010`

                         Remark

Return the Chalan

Submit   Back

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 |
| Outward IB Authorization |
| Inward IB View |
| Inward IB Authorize |
| Accept Returned IB |
| Action Taken on Returned IB |
| Find IB |
| ⦾ Reports |
| ⦾ Balance Verification |

Inward IB transaction waiting for action

Accept or Reject the transaction. Please verify the BI nuber 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
Slno	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   `There is no such chitty in this branch`

Submit   Back

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
Accept Returned IB
Action Taken on Returned IB
Find IB
⅋ Reports
⅋ Balance Verification

Authorize Inward IB Transactions

Please verify the entries before authorization. Selected Entries only will be authorised. Click Chalan number to see transaction details

	Date	Source Branch	Advice No	Chalan No	Amount Rs.	Status	BI No	BI Date
☐	17-Mar-2010	Cherpu	1	1	5,000	Accepted At Responding Br	125	25-Mar-2010

Authorize   **Back**

3. Click on Challan Number to view the details.

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

Authorize Inward IB Transactions

Please verify the entries before authorization. Selected Entries only will be authorised. Click Chalan number to see transaction details

	Date	Source Branch	Advice No	Chalan No	Amount Rs.	Status	BI No	BI Date
☐	17-Mar-2010	Cherpu	1	1	5,000	Accepted At Responding Br	125	25-Mar-2010

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

Authorize   **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
Accept Returned IB
Action Taken on Returned IB
Find IB
  ⊻ **Reports**
  ⊻ **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

☐	Date	Returned From Branch	Advice No	Chalan No	Amount Rs.	IB No	Return Date
☐	17-Mar-2010	AARANMULA	1	1	5,000	1	25-Mar-2010

[Accept & Authorize]   [Back]

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
  ⊻ **Reports**
  ⊻ **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

☐	Date	Returned From Branch	Advice No	Chalan No	Amount Rs.	IB No	Return Date
☐	17-Mar-2010	AARANMULA	1	1	5,000	1	25-Mar-2010

Slno	Particulars	Amount Rs.
1	Chitty 12/2009-A/15	5,000
Reason	There is no such chitty in this Branch.	

[Accept & Authorize]   [Back]

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.

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.

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.

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.