

DATA BASE ADMININSTRATOR FUNCTIONS

In the concept of Centralised Banking Solutions, Data center has to perform certain Centralised functions i.e.

- 1- Backup and their Storage
- 2- Server Management
- 3- Scheme Level Parameter Maintenance

There are some functions which are to be done at Data Center level as well as Sol Level such as :

- 1- Day Begin Function
- 2- Users Profile Maintenance
- 3- Calendar / Holiday Maintenance
- 4- Day End Functions
- 5- Generation of Reports
- 6- Maintenance of I T structure

Beside , there are some important functions such as :

- 1- Maintenance of Connectivity with Data Center as well as Local Network
- 2- Regular up load of Signature to Central Data Base ; so that transactions can be carried out from anywhere in the CBS network .

Period wise detail of activities

(A) Daily Activity

- 1- Begin of Day Function
- 2- Daily Arrangement Register
- 3- Generation/ Printing of Reports
- 4- Maintenance of Reports Register
- 5- Creations of charges transaction for Inter Sol Transaction (ISOUPL)
- 6- Follow up for Reversal of Proxy posted Transaction.
- 7- Execution of specific Work Flow / Menus
- 8- Signatures UpLoad
- 9- End of Day Functions

(B) Monthly/ Quarterly / Halfyearly/ Yearly

- 10- Additional Process at the Month End

(C) Other activities – To be performed on as and when basis

- 11-Users Profile Maintenance
- 12-Calender / Holidays Maintenance
- 13-Down Loading of Balances / Other Reports on local PC
- 14-Access to User Manuals on PC

15- Interface with Zonal Helpdesk / Data Center

16- NetWork and Maintenance of IT infrastructure equipments, viz PC's , Printers , Scanners , Modems, Routers and switches / Hubs , UPS , Generators etc.

Some Abbrevations used

- 1- CBOD : Central Begin Of Day**
- 2- CEOD : Central End Of Day**
- 3- ABH : After Business Hours**
(It is to be done at all sol's before SOLEOD)
- 4- SOLEOD : SOL End of Day**

BEGINNING OF THE DAY

In centralized banking solution, Begin of Day function is first executed at Data center (CBOD) , and there after , Beginning of the day for individual sol (SOLBOD) can be carried out . At present , following operations at Individual SOL's are to be done for Begin Of Day function :-

CHECK THE STATUS OF SERVICE OUTLET: SOLSTAT

The service out let status of any or all outlets in defined set_Id (e.g.) Zone will be displayed when SOLSTAT menu option is invoked.

- If message 'ISOLOP is completed' is displayed , it means that SOLBOD of all sol is over. Now all user can login .**
- If any other message is displayed , branch user's have to wait of SOLBOD.**

A. OPEN CASH AND TRANSFER TRANSACTIONS

Presently, the Data Centre does the Day Begin activity for all the SOLs. The DBA shall open cash and transfer transactions for the day; otherwise the system shall not allow the users of the SOL to enter any kind of transactions in Finacle.

a. OCST (Open Cash Transactions) – DBA shall invoke this menu option and after confirming the Service Outlet code, he shall press F10.

b. OXFT (Open Transfer Transactions) – DBA shall invoke this menu option and after confirming the Sol id, he shall press F10.

DBA shall view/print reports generated by the system through menu option PR.

MORNING ARRANGEMENT

On the basis of daily morning arrangement of the staff depending upon the Leave/ Officiating position , DBA must modify the User's Profile through UPM option. To perform the task necessary guidelines given below.

After necessary arrangement in UPM , The DBA must generate report of list of authorized user's DAYrpt- 1/8 - which gives the details of parameter setup of each active user in the branch UPM.

The report must be checked and signed by the Incumbent Daily , in token of its conformity with daily arrangement register.

The above report gives the information of current parameters set up for all the users at the time of generating the report and it does not reflect any changes done to UPM.

If any change required to UPM , after morning arrangement , it must be recorded in the Daily arrangement Register, duly signed by authorized official , on the basis of which branch DBA should carry out the changes in UPM.

Information about changes in UPM fields, for a given period can be generated by menu option : AFP/AFI

To generate the report table short name are.

UPR : Generation of General Parameter

USC : Access to different schemes

UIA : Image Access code

UCL : Financial Powers

DBA must generate this report at the end of the day and will keep the record.

B. INVENTORY MOVEMENT AUTHORIZERS FOR DOUBLE LOCK

Whenever inventory is moved in or out of the Double Lock (DL), while verifying the movement, system asks the finacle user_ids & passwords of DL authorizers.

As a part of morning arrangement, DBA shall enter the finacle user_ids of the officials who will be authorizing the movement in or out of the DL on the day. This shall be (generally) done before starting any movement of inventory.

Menu option – IMAUM (Inventory Movement Auth Maintenance)

2. Inventory Location Class - EnterDL (Double Lock). Press F4. System shall display user_ids of officials who are presently authorizers for DL.

3. DBA shall enter the user_id(s) of the official(s) who will be authorizing the movement of inventory in or out of DL.

4. Work Class for Delete – DBA shall enter the minimum work class required for authorizing inventory movement in this field; list of work classes can be seen by pressing F2 in this field. If the work class of both the user_ids specified in above two fields is less than the work class specified in 'WorkClass for Delete', then one more user having the work class \geq work class for delete has to enter his user_id and password to complete authorization of inventory transaction. E.g. Let's assume that the work class of Auth user_1 is 030 (Spl. Asstt.) and Auth user_2 is 040 (Officer). If the DBA enters Work class for delete as 060 (Manager), then while verifying the movement of inventory in or out of the DL, the system shall not allow the verification operation until and unless a user of work class \geq 060 enters his/her user_id and password.

5. After making necessary changes in the user_ids, DBA shall press F10 to commit.

[Changes in IMAUM does not need any verification.](#)

Note – If any inventory movement transaction is entered (but not yet verified) in or out of DL, and then if the DBA changes either or both Auth User_ids, the system shall ask user_ids and passwords of users whose user_ids were available while entering the inventory movement transaction of DL. Therefore, it is always advisable to enter user_id of authorizers through this menu option before any IMC (Inventory Movement) operation takes place.

[C. USER PROFILE MAINTENANCE](#)

Morning arrangement activities could be –

a. Allowing the officials to officiate in the higher work class and accordingly changing the passing powers.

b. Allowing the officials to post intersol transactions and accordingly changing the passing powers for intersol transactions .

c. Allowing the officials to proxy post transactions

d. Marking of leaves of officials

e. Allowing the officials to view even the deleted signatures

f. Removing any or all the above permissions given to the officials etc. All these permissions can be given to the officials by the DBA using menu option UPM (User Profile Maintenance).

Menu option – UPM

1. Function – M (Modify). Please note that the DBA can not add a new user.
2. User Id – Enter the user id of the officials whose user profile is to be modified. Press F4. System shall display user profile of the user_id under consideration, provided the record is not in deleted state.
3. Sol Id – By default system displays sol id of the user. DBA can not change sol id.
4. Emp id - By default system displays employee_id of the user. DBA can not change emp id.
5. User Tenor – Valid values are C (Captive) and F (Free). If the user is to be allowed to enter as also post intersol transactions, then the DBA shall enter F in this field. If the value is C (Captive) in this field, the system shall not allow the user even to enter intersol transactions.
6. Remote Access – Default is N, shall not be changed.
7. Auth User – This field contains user_id of the official who will be authorizing the inventory movement in the absence of the user_id under consideration.

Example -

- i. On yesterday a Demand Drafts (DD25) booklet with alpha series XYZ and printed Serial No. 123001 to 123025 was moved/issued to the employee having emp id 79710 for issuing DDs.
- ii. Today, the above employee (i.e. 79710) is absent and another employee with emp id 12345 is handling DD issue.
- iii. As regards, the inventory (DDs) must be available at employee 12345's location for printing the DDs. So the inventory unutilized by 79710 need to be issued/moved to the user with employee id 12345.
- iv. As regards, if the inventory is to be moved from one employee location to another employee location, the system asks user_id and password of both the employees.
- v. But, the employee 79710 is absent. Under such circumstances, the user whose user_id is entered in 'Auth. User' field can enter his own user_id and password to

authorize the movement of inventory from 79710's location to 12345's location.

8. Appl. Names - System does not allow the DBA to change value in this field. This field is used to define the activities of the user. E.g. if the user is performing general activities (like opening a/c, transactions etc.) then this field shall have GU as the value, in the similar way IN is for Inspectors/Auditors, DB for System In charge of branches, UP for upload users etc.

9. Work Class - As per the designation of the user, DBA shall enter work class of the user or select the same from the list. If the official is promoted and posted in the same branch, then DBA shall change the work class as per the designation of the user. E.g. if the official is Senior Manager, DBA shall enter 070 in this field.

10. Temp Work Class - This field is need is to be entered for allowing the user to officiate in higher work class (designation) for a certain period. E.g. If a Special Assistant is officiating as an Officer in the branch then DBA shall enter work class of officer (i.e. 040) in this field.

11. Effective up to - Mandatory if Temp. Work Class is entered. If the user is officiating in the higher work class (designation), then DBA shall enter the date up to which the user will be officiating.

12. Login Time Low/High - If the user is to be restricted for working in finacle between specific time period the same can be entered in hours : minutes :seconds in these two fields.

13. Max. Inactive Time - If the user does not operate any menu option for the minutes entered in this field, then the system shall automatically terminate user's session.

14. Proxy Post Alwd - Enter Y if the user is to be allowed for proxy posting, otherwise enter N in this field.

15. Acct. Expy Date - Enter the date up to which the user id shall be active. System shall automatically delete the user_id after the date as entered in this field.

16. User Disabled Upto - If the user is going on leave (or not coming to the office), DBA shall enter the date up to which the user id is to be disabled. If the user joins before the date as entered in this field, the DBA shall delete the date entered in this field; otherwise, if the user tries to login in the Finacle, the system shall display a message 'User Account has been disabled' and shall not allow the user to login.

17. User Password - In case the user forgets his password, the same can be initialized by the DBA through this field.

18. Next three fields i.e. User Lang Code, Virtual user id & Default Term id, need not be changed for users.

19. There are some display fields available in this page

- a. Tot Mod times – system maintains a count of modifications done by the DBA in a particular user's profile.
- b. Created By – User Id of the official who has created the profile of user_id
- c. Created On – Date on which the user profile was created.
- d. Modified By – User id of the official who has last modified the profile.
- e. Modified On – Date on which the profile was last modified.
- f. New User – This flag is automatically set to Y until the user logs in first time and changes his password. This flag is also set to Y, in case the DBA reinitializes the password of the user and until he logs in and changes his password.
- g. User Logged on – If the user is logged on, system shall display Y against this display field.
- h. Delete Flag – If the user's profile is deleted, system shall display Y against this display field.

20. Press F6 to go to Next Page.

21. System displays Scheme Type-wise Read / Write access given to the user.

22. If the Access Type is W then it means that the user is permitted to add/modify/delete records/transactions in the scheme type. If the Access Type is R (Read Only) then it means that the user is permitted to only inquire or take reports in the scheme type. E.g. In case of Inspectors/Auditors, for all the 14 scheme types, the permission is set to R (Read Only).

23. Press F6 to go to the Next Page.

24. This page is about the permissions given to the user for viewing

signatures. If the Image Access Code is

- a. AL - the user is allowed to view active accounts' signatures.
- b. DE - the user is allowed to view deleted signatures
- c. IN - the user is allowed to view Inoperative accounts' signatures.

25. If the user is to be permitted to view Deleted signatures, the DBA shall type DE in the Image Access Code field and press Down / Up arrow. Similar method should be followed for giving access to view Inoperative Accounts' signatures.

26. E.g. If the user was allowed to view Inoperative Signatures and now if the permission is to be revoked, then the DBA shall type Y in Del field against the IN image access code and press down/up arrow.

27. Press F6 to go to the Next Page.

28.The passing powers of the user shall be entered in this page.

29.The DBA shall enter currency code in the first field, for which the passing powers are to be given.

30.In the next three fields, passing powers for Cash, Transfer and Clearing transactions of user's own branch's A/Cs respectively.

31.If the user tenor is Free, then the Intersol passing powers for Cash, Transfer & Clearing transactions shall be entered in the next three fields respectively.

32.To enter passing powers for another currency, DBA shall press Down arrow. The system shall bring blank record. DBA shall follow steps 29 to for giving the passing powers for the currency.

33.After doing necessary modifications, DBA shall Press F10 (commit) to make the changes effective.

Generation/Printing of Reports - PR

In addition to the reports transferred to DBA's PRINTQUEUE during OCST, there are a few reports, which are mandatory to be generated and printed/stored on local PC, on daily basis. Some of the important reports are listed hereunder:

Daily Reports

S.No.	Name Of Report	Menu Option	Execution Time	Checking Official
1.	Exceptional Transactions Report	EXCPRPT	After OXFT	Incumbent
2.	Temporary Overdrafts Report	TODRP	After OXFT	Incumbent
3.	GL Balances Report	PNBRPT-6/1	After OXFT	Incumbent
4.	Report of all Transactions in CC,OD,Expenditure, Income & Interest Accrued	PNBRPT-2/19	After OXFT	Incumbent
5.	Transactions entered/posted by same employee	PNBRPT-2/20	After OXFT	Incumbent
6.	Outstanding Proxy Posted Transactions	SPTM	After OXFT	Incumbent
7.	Authorised Users List	PNBRPT-1/8	After Daily Arrangement on system	Incumbent

8. Daily HO Extracts	PNBRPT-10/33,34,35 (ASCII) After OXFT	Authorised Official Closing Balance to be tallied with HO balance for the previous day.(Use ACLI)
9. Daily Balance Reports	PNBRPT-1/1, PNBRPT-4/1, PNBRPT-3/7, SPRG 4 Times a Day	DBA Download & store on local PC -
10. Reports for Morning Checking including Inter-Sol Txn Report	PNBRPT-2/3,7, 8,9,18, 19,22 After OXFT	Incumbent
11. Day Book	PNBRPT-2/8 After OXFT	Incumbent
12. Accounts opened but not verified	PNBRPT-1/2 After OXFT	Incumbent
13. Outstanding Transfer of Funds Between CBS Br in Non-Cust A/c's (ISTRF)	PNBRPT-2/17 AT ABH	Incumbent
14. Unverified Non-Financial Txn	PNBRPT-2/14 After OXFT	Incumbent
15. Accounts where SRM not created	PNBRPT-3/20 After OXFT	Incumbent
16. Accounts where MIS codes not completed	PNBRPT- 3/22 After OXFT	Incumbent
17. Accounts where signatures not uploaded / verified	PNBRPT-1/9,10 Before ABH	Incumbent
18. UPM Changes Report	AFP for UPR, USC, UIA & UCL Before ABH	Incumbent
19. Weekly Statement Of Affairs	PNBREP-10/21, 22,24 After OXFT	Incumbent
20. Unverified Stop Payments	PNBRPT-1/5 Before ABH	Incumbent
21. Unverified Liens	PNBRPT-1/7 Before ABH	Incumbent
22. TFDDHOC Report	TFDDREP After TFDDHOC	Incumbent
23. Weekly Statement Of Affairs	PNBREP-10/21,22 After OXFT	Incumbent

Monthly Reports

24. Monthly Revenue Statement	REVENUE After OXFT,after Month-End	Incumbent
25. FD BALANCES (Booked Amount-Summary)	To be tallied with Interest Accrued GL Heads PNBRRPT-4/4,5 After OXFT, 1st date of every month	
26. Interest Accrual/ Application	Success/Failure reports (Scheme-wise) Automatically Generated ABH/ISOLOP/CEOD,	

DBA must generate & print all these reports, besides all other reports generated during ABH and handover to the concerned authorized official for checking.

DBA must also generate "Morning Checking Report" on daily basis by clicking the button provided on first page of Finacle for the purpose of morning checking. The reports generated through this button may not be generated as per list given above.

Note: Before clicking "Morning Checking Report" button, the user should fill his Sol ID in Sol ID column of first page screen of Finacle.

Maintenance of Reports Register

DBA will enter all the reports so printed in a Reports Register, to be maintained in following format, and handover the reports to authorized checking officials against receipt:

Daily / Weekly / Monthly Reports

Date/Time Report Name Report for Period Menu Option Used Checking Official Signature &
Date Signature & Date

(Checking Official) (DBA)

For this purpose, a separate office order (Sample format enclosed at Annexure-2) should be issued, giving names of officials, authorized to check the reports.

Creation of Charges Transactions for Inter-Sol Transactions - ISOUPL

This menu is to be used every morning to calculate inter-sol transaction charges and automatically create transactions for the same, in ENTERED state.

Reversal of Proxy-Posted Transactions, if any - SPTM

DBA must generate the report of outstanding proxy-posted transactions on daily basis using menu option SPTM/MSGOIRP and get it reversed by concerned section incharge through menu option SPTM. The report must be checked by Incumbent-Incharge.

Execution of Specific Workflows/Menu Options

Following workflows/Menu options are to be executed on daily basis:

FDMBINT - (After OXFT) - Maturity &TDS processing

This workflow enables application of interest in all Reinvestment type of term deposit accounts, which have maturity date up to the current BOD date. Besides, it calculates & deducts TDS from the interest so applied. During execution of the workflow, system also generates the Success/Failure reports of Interest /TDS, as well as skipped cases.

Every morning, FDMBINT must be executed by the concerned official (Work class '040' or above), handling Term Deposits, & corrective action must be taken same day for failure/skipped cases. The workflow is also enabled for DBA.

TXOD-(Before ABH)-Transfer of Overdue FDRs to respective category

Execution of this workflow transfers the FDRs matured up to current date, that are unpaid/ not renewed, to overdue-GL category. DBA must execute this workflow before ABH and the report generated should be handed over to concerned section-incharge.

TFDDHOC-(Before ABH)-Transfer DD amount to HO Account in respect of Drafts issued/cancelled/paid drawn on Non-Finacle Branches.

Execution of this menu is a pre-condition to ABH. Any 'Free' user having Work Class '060' (Manager) or above and having full financial passing powers in 'INR' currency can execute this workflow. DBA can also execute it, if not already executed by other user. The related report should be generated using 'TFDDREP' menu for verification by concerned authorised official. (Details available in CBS Circular no.1/2004 dated 6.1.2004 Chapter 12-Page 64 to 71)

Sometimes, due to connectivity problems or otherwise, TFDDHOC creates two transactions OR the transaction is created in 'ENTERED' status. In all such situations, DBA must inform Data Centre for corrective action.

Signatures Upload

DBA must ensure that for all new accounts opened during the day OR the accounts, where signatures are to be modified/deleted on customer request, scanning of signatures & its upload/ verification is carried out on daily basis.

While any employee can do scanning of signatures, DBA will use Menu Option 'LDIMG' to upload the scanned signatures to central database, before ABH. Any other official can verify signatures using 'IMGMNT'.

For this purpose, the employee, who is assigned the scanning work, should maintain a separate register on the following format:

Date/Time Account No Function Required Signature & Date Signature & Date
Signature & Date
of obtaining (16-Digit) (Add/Modify/Delete) (Official, who (Scanning Employee) (DBA), on
upload
obtained signatures) & Name of file

The authorized official(s), after completion of necessary formalities, will enter the duly authenticated signature forms in this register, in columns 1 to 4. After scanning of signatures, scanning employee will write the name of file containing the signatures & put his signatures in column 5 and send the register to DBA for upload, who will, in turn, will put his signatures in column 6 after successful upload of signatures.

DBA will generate the report of accounts where signatures are not uploaded/verified (PNBRPT-1/9,10), to ensure that no signatures remain pending for upload, for accounts opened during the day and enter them in Reports Register, to be handed over to concerned officials, for verification & necessary action.

Besides, following signature related functions are to be performed by DBA, as & when need arises:

- * Deletion of signatures for closed accounts - DIMGAAC
- * Deletion of signatures where it is not getting verified - DIMGNVER

* Change of FD Signature linkage from Account-Id to Cust-Id - IMACCUST (Refer guidelines dated 22/6/2004- CBSINFO-3/9)

* Modification of 'Image Access Code' to 'DE' for deleted signatures or to 'IN' for Inoperative accounts - IMGMENT

For detailed guidelines on handling of signatures, User Manual (Vol.1 - Chapter 7) may be referred.

End of Day Functions

At Individual SOLs

RUN SERVICE OUTLETS VALIDATION PROCESS - SOLVAL

SOLVAL is not a mandatory process but with the help of this menu, DBA as well as any other user in branch, will be able to know all pending jobs that need to be completed before starting the SOLEOD operations, so that it goes smooth. The screen shows following category of operations:

- **1. Unposted Transactions
- ** 2. Unbalanced transactions initiated by you
- **3. Unverified Transactions
 - 4. Unposted Transactions by other SOLs
- ** 5. Transaction on unverified A/c's
 - 6. Unreconciled Intersol Transaction List
 - 7. ISO Transactions on us not created
 - 8. List of ISO Account Currencies
 - 9. Outard Clearing Zones open
- **10. Inward Clearing Zones open
- **11. Unverified Inv. Transactions List
 - 12. SI's pending execution
 - 13. Unprinted outgoing BARS
 - 14. Unprinted outgoing Branch Advises
 - 15. BARS not yet regularised
- **16. Unverified Bills
- **17. Unprinted DDs
 - 18. Unprinted Deposit receipts
 - 19. EOD min/max check for Accounts.
 - 20. Pending AnyWhere Transactions List
 - 21. Pending WorkFlow Transactions List
- **22. Unverified Proxy Transactions List
- **23. Outstanding Proxy Transactions List
 - 24. Pending Purchase and Sale
 - 25. Pending Profit and Loss
 - 26. Unprocessed External Trans
 - 27. Currencies with NonZero Balance

** These are the crucial options, which should not show any pending transactions before proceeding with the ABH/SOLEOD operations.

SERVICE OUTLET STATUS INQUIRY - SOLSTAT

The Service Outlet status of any or all the Service Outlets in a defined SET_ID (e.g. Zone) will be displayed when SOLSTAT menu option is invoked. Depending on the status of the service outlet, system allows/restricts certain functions/processes/menu options that can be executed. System displays following messages:

- ISOLOP IS COMPLETED
(SOLBOD of the SOL is over. Users can login and start work)

- AFTER BUSINESS HOURS COMPLETED
(ABH is over, however system will allow user to put through transaction)

- CSOLOP PROCESS COMPLETED
(SOLEOD of the SOL is over. Users of the SOL cannot put any transactions. If it is a working day for branch, this message indicates that holiday was marked for the day. Branch will have to take up with DC, through ZO - refer Annexure-3. However other SOLs can put through transactions on the SOL and execute the permitted inter-sol operations)

- CENTRAL BOD IS COMPLETED
(CBOD at DC is over. User cannot start work, till ISOLOP is over at DC)

CALENDAR TABLE MAINTENANCE - CTM

Besides status of SOL, SOLSTAT also displays NEXT_DATE of operation for the SOL, depending upon holidays marked for the SOL using CTM menu. DBA must verify this date carefully, before proceeding with ABH/SOLEOD and ensure marking/deleting holidays, as required. (Refer Annexure-3 for details)

KILL OTHER USER SESSIONS - SAC

DBA must verify that no other users are logged in before invoking ABH. If required, he should kill the related sessions and also ensure that no transactions are created during ABH.

AFTER BUSINESS HOURS - ABH

Before starting After Business Hour jobs, branch DBA should ensure that,

- All pending jobs in SOLVAL are complete, as indicated above.
- ILINKWEB is running properly.
- Printer is ONLINE with sufficient paper loaded.
- No user other than himself is logged-in. (Use SAC menu to verify/kill)
- All Stop Payments entered during the day are verified (PNBRPT-1/5)
- All Liens entered during the day are verified (PNBRPT-1/7)
- TFDDHOC Menu is executed.

In case a transaction is proxy-posted for executing ABH, DBA must ensure its reversal on next working day.

On executing ABH, DBA should change SET_ID field from 'ALL' to his SOL_ID and then press F4. If system prompts for some pending authorizations, the same should be preferably got verified. DBA may proceed with ABH by entering 'Y' at this prompt, in emergent situations. But the same must be got verified on next working day. If ABH is aborted in between, the above parameters should be checked again and the process should be restarted by the same DBA. If problem still persists, immediate help must be sought from Central Helpdesk.

Certain transactions may be created as part of ABH operations, on the basis of Batch Jobs set at DC for execution at ABH. Such transactions must be in 'Verified' status before SOLEOD, if not posted automatically by System.

DBA must also ensure printing & checking of all reports generated during ABH through PR, to identify any failure cases. In case of Flexi-FD failure cases, related FFDBATCH option is to be

run by specifying the Account No. /Scheme code or renewing the FDR using OAAC(R). After ABH, he must ensure that there is NIL balance in Sundry (Before TDS) account (<SOL_ID>3171118). (Details available in CBS Circular 55/2003 dated 20/12/2003)

The report of "Outstanding in Transfer of Funds Between CBS Br in Non-Cust A/c's", available in PR should also be checked for passing necessary transactions. (Details available in CBS Circular 30/2004 dated 07/04/2004)

Reports printed during ABH should also be entered in 'Reports Register'.

KILL OTHER USER SESSIONS - SAC

DBA must again verify that no other users are logged in before invoking SOLEOD. If required, he should kill the related sessions and also ensure that no transactions are created during SOLEOD.

SOL END OF DAY - SOLEOD

SOLEOD is the last menu option to be executed by the DBA at the end of each working day. No transactions are created during this process.

* No user is allowed to do any transaction (financial or non-financial), during and after SOLEOD. (Ensure again that no other user is logged-in)

* All the errors and exceptions for the financial transactions initiated by the Service Outlet are checked. If an exception exists, the same has to be over ridden and if any errors exist, the same should be corrected before initiating SOLEOD again.

* All unposted transactions should be taken to logical end (posted, proxy posted or deleted) before initiating SOLEOD.

Once the SOLEOD is over, most of the menu options are disabled for users until completion of SOLBOD for the SOL.

At Data Centre

SOLEOD - For Data Centre SOL_ID ('000000')
CEOD - Central End of Day

CEOD at Data Centre cannot be initiated, until ALL the SOLs have completed their SOLEOD.

Branches must ensure that to enable timely completion of Data Centre activities, i.e. CEOD, CBOD, Backup operations, Maintenance jobs, SOLEOD at any SOL is not delayed, beyond 9 PM. Branches operating on 9 to 9 basis, are allowed to complete SOLEOD upto 10 PM. In case of any problem, branches must call the Zonal Helpdesk, sufficiently in advance. If the prescribed timeframe is not adhered to by all concerned, it may become difficult to make the system available to branches, in time, for normal functions, next day.

MONTHLY / QUARTERLY/ HALF-YEARLY ACTIVITIES

ADDITIONAL PROCESSES AT MONTH-END

Following additional menus are to be executed before ABH during Month-End Operations:

BIBOOK

PCINT - (For branches having Packing Credit Accounts)

REVAL - (For Revaluation of any Foreign Currency Accounts where transaction has been done at a rate other than the Notional Rate)

Additional Reports to be generated on next working day after Month-End:

- FD BALANCES (Booked Amount - Summary) - PNRPT-4/4,5 (Tally with Intt. Accrued GL Head) - Details available in CBS Circular 50/2004 dated 23.06.2004

- Interest Accrual / Application reports generated during ABH/CEOD and available in the Printqueue of the DBA, who executed ABH.

- Monthly Revenue Statement (REVENUE) - MONTHLY REPORT

These reports should also be entered in 'Reports Register'.

For Half-yearly and yearly closing, separate circulars are issued containing latest guidelines for the respective period, which should be meticulously followed in respective half-year/year end.

OTHER ACTIVITIES- to be performed on as & when basis

On Migration of Branch to CBS

At the time of migration of a branch to CBS, details of its employees, on the prescribed format (Annexure-4) are forwarded to Data Centre (For creation of EFM records-Employees File Maintenance) & Zonal Helpdesk (for creation of UPM records - Users Profile Maintenance). User_Ids are created as <PF_No>+<Initials>.

Once the User_Ids have been allotted, the DBA must obtain acknowledgement of User_IDs from each employee, on the prescribed format (Annexure-5) and ensure that it is filed in the employee's personal file.

Note: All request for creation of EFM/UPM should strictly through EMS Tool SPSD without any exception.

On Transfer-In / Joining of New Employees at Branch

DBA must obtain written request from the concerned employee on the prescribed format (Annexure-6) and after verification of the particulars/status of existing users using CSE Menu, he should take one of the following actions:

S.No.	Status	Action
1.	EFI and UPM (Del_Flg-'N') records exist at SOL_ID:	Incumbent to use 'CSE' Menu to transfer the User Profile to his SOL
2.	EFI and UPM (Del_Flg-'Y') records exist within Zone at SOL_ID:	Zonal Helpdesk to Undelete UPM, Incumbent to use CSE Menu to transfer the User Profile to his SOL
3.	EFI and UPM (Del_Flg-'Y') records exist outside Zone at SOL_ID:	Data Centre to Undelete UPM, Incumbent to use CSE Menu to transfer the User Profile to his SOL
4.	EFI Record exists, but UPM record not available	Send request to Zonal Helpdesk on prescribed format Annexure-4)

5. EFI record does not exist	Send request to Zonal Helpdesk & Data Centre on prescribed format (Annexure-4)
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Once the User_Ids have been allotted, the DBA must obtain acknowledgement of User_IDs from the concerned employee, if not held already on record, on the prescribed format (Annexure-5) and ensure that it is filed in the employee's personal file.

On Transfer-Out from Branch / Retirement/ Resignation/ Sabbatical Leave/ Suspension/ Death of Employee

In all above cases, the User_ID must be deleted on the same day, by the DBA/DC, after obtaining approval from incumbent. In cases other than transfers, the details must be informed to Zonal Helpdesk & Data Centre.

On Employees forgetting their Password

The system has the feature of automatically deleting the User_ID, on 3rd attempt to log-in with a wrong password. In such cases only, the DBA has been empowered to 'Undelete' the concerned User_ID and reset his password, on written request.

DBA, on written request from the concerned employee of his SOL, should 'Undelete' the related User_Id and reset the password, using UPM Menu.

On User Sessions getting hanged -SAC

DBA can use the Menu option 'SAC' to kill hanged user-sessions, to enable the concerned users to log-in again.

Reasons of user-sessions getting hanged may be loss of connectivity, improper log-outs or otherwise.

Calendar / Holidays Maintenance

DBA must ensure maintenance of Calendar through Menu Option CTM for at least 2 years in advance, at any given point of time. The holidays are also to be maintained well in advance. (Detailed procedures in this regard are available at Annexure-3).

Downloading of Balances / Other Reports on local PC

DBA must ensure that the balance reports are generated and stored in local hard disk of a PC at least 4 times in a day i.e. at Day Begin, at 12.00 noon, at 2.00 PM and at Day End so that same are available in case of any contingencies/eventualities. (Details available in CBS Circular no. 5/2003 dated 27.03.2003)

Similarly, any other report generated through system, e.g. HO extracts in ASCII format (PNBRPT-10/35) or Weekly Statement of Affairs in ASCII Format (PNBREP-10/24), can be downloaded on local PC.

Once the required report has been generated and is available in the DBA's Printqueue, he should note down the 'Print File Name' by exploding (Press Ctrl+E) on the required report in PR.

Thereafter, DBA must use Menu Option 'PTW' (Option-'T') to download the file on his PC.

* Give the file name of the file to be copied and press F4.

* Give the path on PC, where this file is to be copied and press F4.

After the file is downloaded, name of the file should be changed, as required.

