USERMANUAL

CORE BANKING SYSTEM(CBS)

Creation/ Modification History Record Card

SL	Date	Version	Description	Changed by	Approved/Reviewed by
1		1	Version 1.0	Taukir Hasan	
2					

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1. Introduction

Newly set up specialized Palli Sanchay Bank is likely to give seasonal loans to the rural poor for improving their livelihood.

As the small farmers and fishery businessmen will start their harvesting season in a couple of months, they are poised to face seasonal financial difficulty in monthly or weekly basis repayment to the regular micro credit financial institutions across the country.

The main goal of the Palli Sanchay Bank is to eradicate poverty from the country because the poor people, who will deposit money in the bank, will be able to become entrepreneur.

As asked about the purpose of setting up another specialized bank for rural poor along with the existing Grameen Bank, former environment secretary noted that the Palli Sanchay Bank had no plan to undermine the success of the micro-credit guru.

In case of Palli Sanchay Bank, capital will be generated through the savings of its clients while the clients of Grameen Bank can directly borrow money from the bank without any collateral.

Credit interest of Palli bank is not above 8% while the interest rate of the micro credit institutional like Grameen Bank is above 27%.

2. Purpose

The purpose of this document is to outline and describe the features of the Core Banking System. It will serve as guide on Master Setup, Customer, Account Opening, Transactions, and Processing.

Master Setup will explain how to create/define Bank Setup, Branch Setup, GL A/C Setup, Product Setup, Zone Setup, Postal Code Setup, Different Code, Document Type, Document Mapping, Holiday Setup, Sector Code, User Limit Setup, Dynamic SMS Setup, and Mail Generation.

Customer will explain how to create/register customer Information.

Account Opening will explain how to open Current/Savings A/C of a registered customer.

Transactions will explain how to Cash Deposit, Transaction Reverse, Transaction Reverse Approval, Transfer Transaction, Transfer Transaction Approval.

Processing will explain how to process Day Start and Day End.

2.1.Master Setup

2.1.1. Bank Setup

Purpose

IT Admin User will use this screen/activity to capture Bank Information for the system.

Menu

Administration > Master Setup > Bank Setup

User Interface: Bank Setup

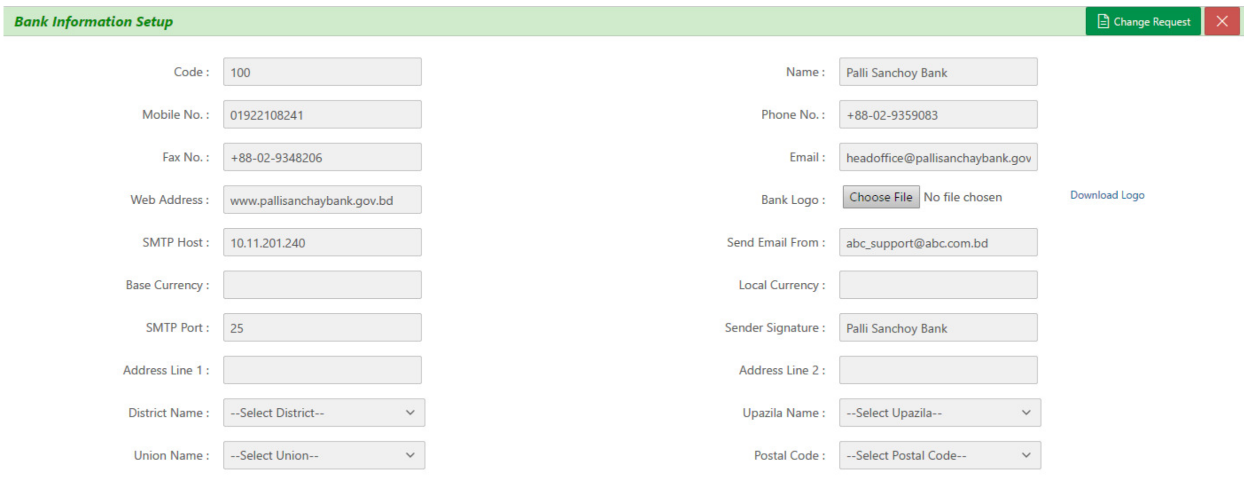


Figure:Bank Setup

Perform Bank Setup

Steps to Execute:

1. Open Bank Setup page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) Code.
4. Enter (input) Name.
5. Enter (input) Mobile No.
6. Enter (input) Telephone No.
7. Enter (input) Fax No.
8. Enter (input) Email.
9. Enter (input) Web Address.
10. Upload Bank Logo from PC.
11. Enter (input) SMTP Host.
12. Enter (input) Send Email From.
13. Enter (input) Base Currency.
14. Enter (input) Local Currency.
15. Enter (input) SMTP Port.
16. Enter (input) Sender Signature.
17. Enter (input) Address Line 1.

18. Enter (input) Address Line 2.
19. Select District from dropdown list.
20. Select Upazila from dropdown list.
21. Select Union from dropdown list.
22. Select Postal Code from dropdown list.
23. After clicking on ‘Change Request’ button the data will be saved and you will see a message of "Saved successfully".
24. To Discontinue with Bank Setup, click on ‘Cancel’ button.

Note:	**During Bank SetupSome input field will be filled by the pre-defined data. Those data will be select by Dropdown.**

2.1.2. Branch Setup

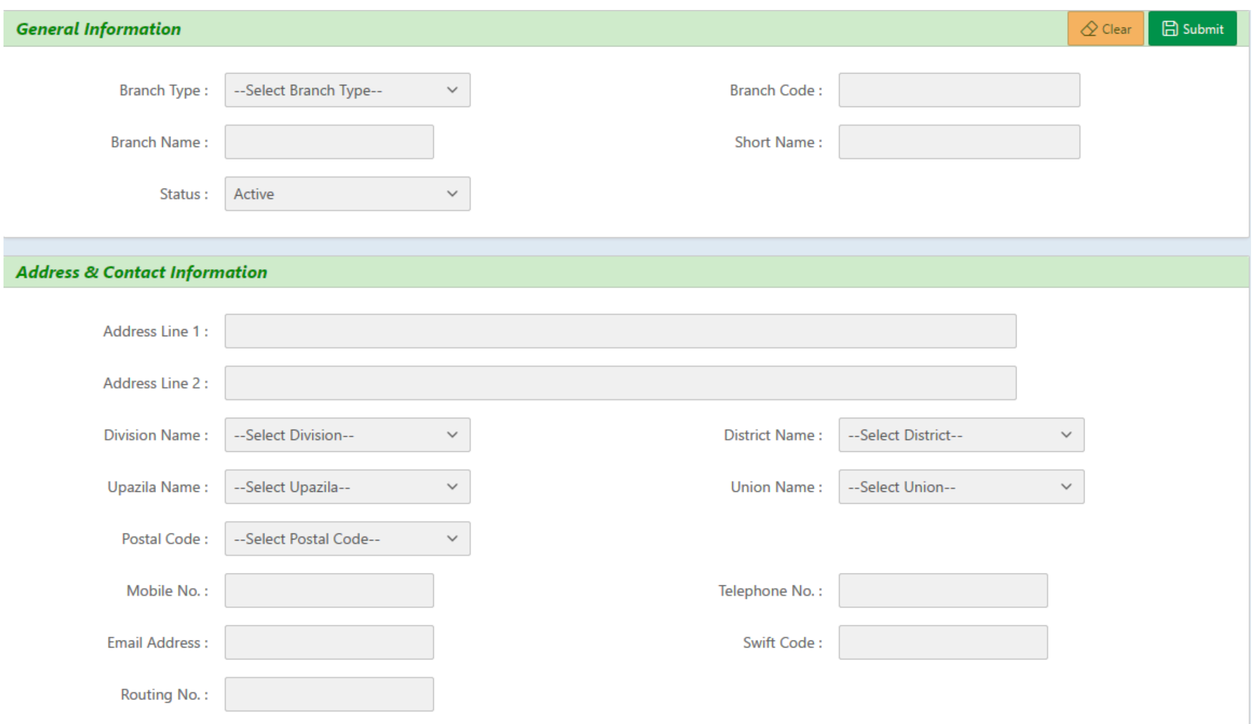
Purpose

IT Admin User will use this screen/activity to capture/create Branch Information and Branch Manager Information.

Menu

Administration > Master Setup > Branch Setup

User Interface: Branch Setup



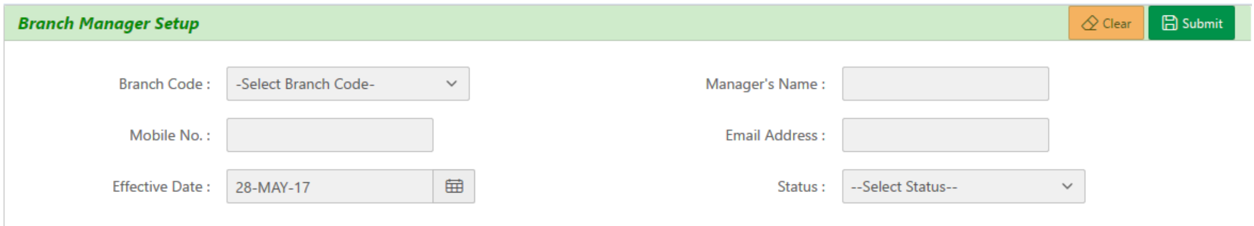


Figure:Branch Setup

PERFORM BRANCH SETUP

Steps to Execute:

1. Open Branch Setup entry page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) All General Information.
4. Enter (input) Address & Contact Information.
5. After clicking on 'Submit' button the data will be saved and you will see a message of "Saved successfully".
6. To Discontinue with Bank Setup, click on 'Cancel' button.
7. To Add Manager Information Click on 'Manager Information' tab.
8. Enter (input) manager information.
9. To Discontinue with Branch Setup, click on 'Cancel' button.

Note:	**During Branch SetupSome input field will be filled by the pre-defined data. Those data will be select by Dropdown like GL Account Type,Parent GL ID.**

2.1.3. GL A/C SETUP

PURPOSE

IT Admin User will use this screen/activity to capture GL A/C Information. GL A/C Setup/Entry is One Time; No Modification Facility will be available for GL A/C. System will provide a Detail Information of GL A/C.

Note:	**- Asset Type GL A/C Number Always Starts with 1.** **- Liabilities Type GL A/C Number Always Starts with 2.** **- Income Type GL A/C Number Always Starts with 4.** **- Expense Type GL A/C Number Always Starts with 5.**

MENU

Administration >> Master Setup >>GL A/C Setup

USER INTERFACE: GL A/C SETUP

Chart of Account

Back To Entry Screen

GL Account No	Gl A/C Name	Allow Manual Dr	Allow Manual Cr	Level Code	Parent Child
1	Total Assets			1	Parent
101	....Cash & Bank Balance	No	No	2	Parent
1010001	........Cash in Hand	Yes	Yes	3	Child
1010002	........Cash at Bank	Yes	Yes	3	Child
102	....Member Loan	No	No	2	Parent
1020001	........Loan Outstanding	Yes	Yes	3	Child
2	Total Liabilities			1	Parent
201	....Member Total Deposit	No	No	2	Parent

Figure:GL A/C Setup

Perform GL A/C Setup

Steps to Execute:

1. Open GL A/C Setup entry page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select GL Account Type from Dropdown List.
4. Select Parent or Child.
5. Select Parent GL ID from Dropdown List.
6. Enter (input) GL Account Name.
7. Select Manual Debit Allow or Not [Only for Child].
8. Select Manual Credit Allow or Not [Only for Child].
9. After clicking on ‘Submit’ button the data will be saved and you will see a message of "GL A/C has been saved successfully".
10. To Clear all the Textboxes, click on ‘Clear’ button.
11. To Discontinue with GL A/C Setup, click on ‘Cancel’ button.
12. To view GL A/C list, click on ‘Click for Details Chart of A/C’ button.

Note:	**During GL A/C Setup Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like GL Account Type,Parent GL ID.**

2.1.4. Product Setup

Purpose

IT Admin User will use this screen/activity to define/create Product capturing Product Information, Product Interest, Product Charge, Float Sharing, Product Limit, Special Limit information.

Menu

Administration > Master Setup > Product Setup

User Interface: Product Setup

New Product Setup

Clear | Apply Changes

* Type Code :	S01		
* Short Desc :	SB-STAFF	* Full Desc :	Savings Account - Staff
* Product Prefix :	34	* Currency :	BDT
* Product Type :	Liabilities A/C	Deposit Nature :	Regular
* A/c Min Balance For Int Prv. :	0		
Allow Interest Provision :	Yes (selected) / No	* Interest Calculation Balance :	Average Balance
* Interest Posting Period :	Half Yearly	* Required Initial Deposit :	Yes (selected) / No
* Initial Amount :	0	Initial Amount Parking GL :	
Dormant A/c Provision Allow :	Yes (selected) / No	Dormant Period (In Month) :	12
Inactive A/c Provision Allow :	Yes (selected) / No	Inactive Period (In Month) :	24
Max Cash Trans. Allow For Int. Prv. :		Max Cash Transaction Period :	-Please Select-
* Product GL Account :	20850-39 - HELLO AIT PAYAB	Provision Debit GL A/c :	14100-48 - BANK ASIA GEN.
Provision Credit GL A/c :	14100-48 - BANK ASIA GEN.	Interest Suspense GL A/c :	14100-48 - BANK ASIA GEN.
Float Sharing Allow :	Yes / No (selected)	Float Share Calculating Balance :	- Please Select -
Float Share Posting Period :	-Please Select-		
Allow Debit Balance :	Yes / No (selected)	Trans. Profile Allow :	Yes (selected) / No
ATM Trans. Allow :	Yes (selected) / No	Charge (Card/Trans) Applicable :	Yes / No (selected)
IC Charge Allow :	Yes / No (selected)	Is Product Visible? :	Yes (selected) / No

Product Interest Setup

Clear | Submit

* Effect Date :	28-MAY-17	* Interest Rate :	0
* Lower Limit :	0	Higher Limit :	
Premature Rate :			

Product Interest Details(Regular)

Effect Date	Low Limit	High Limit	Interest Rate
13/04/15	0	-	4.5

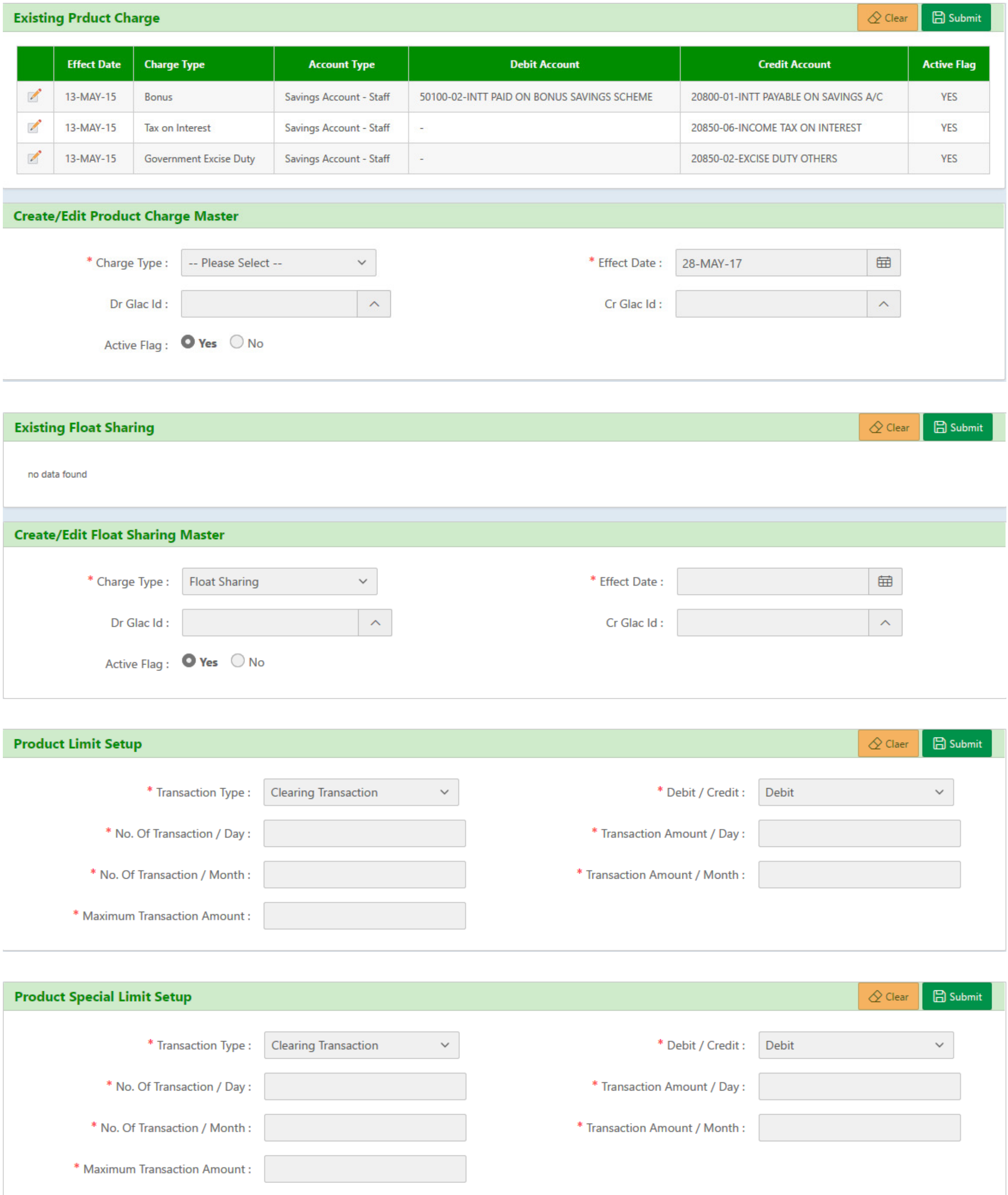


Figure:Product Setup

Perform Product Setup

Steps to Execute:

1. Open ProductSetup entry page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) Product Information.
4. After clicking on ‘Submit’ button, the data you will see a message of "Product has been saved successfully".
5. To Add Product Interest, click on ‘Product Interest’ Tab.
6. Enter (input) Product Interest Information.
7. After clicking on ‘Submit’ button, you will see a message of "Product Interest has been saved successfully".
8. To Add Product Charges, click on ‘Product Charges’ Tab.
9. Enter (input) Product Charges Information.
10. After clicking on ‘Submit’ button, you will see a message of "Productcharges has been saved successfully".
11. To Add Product Float Sharing, click on ‘Float Sharing’ Tab.
12. Enter (input) Float Sharing Information.
13. After clicking on ‘Submit’ button, you will see a message of "ProductFloat Sharing has been saved successfully".
14. To Add Product Limit, click on ‘Product Limit’ Tab.
15. Enter (input) Product Limit Information.
16. After clicking on ‘Submit’ button,you will see a message of "Product Limit has been saved successfully".
17. To Add Product Special Limit, click on ‘Special Limit’ Tab.
18. Enter (input) Product Special Limit Information.
19. After clicking on ‘Submit’ button, you will see a message of "ProductSpecial Limit has been saved successfully".
20. To Clear all the Textboxes, click on ‘Clear’ button.

Note:	**During ProductSetup Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like GL Account Type,Parent GL ID.**

2.1.5. Zone Setup

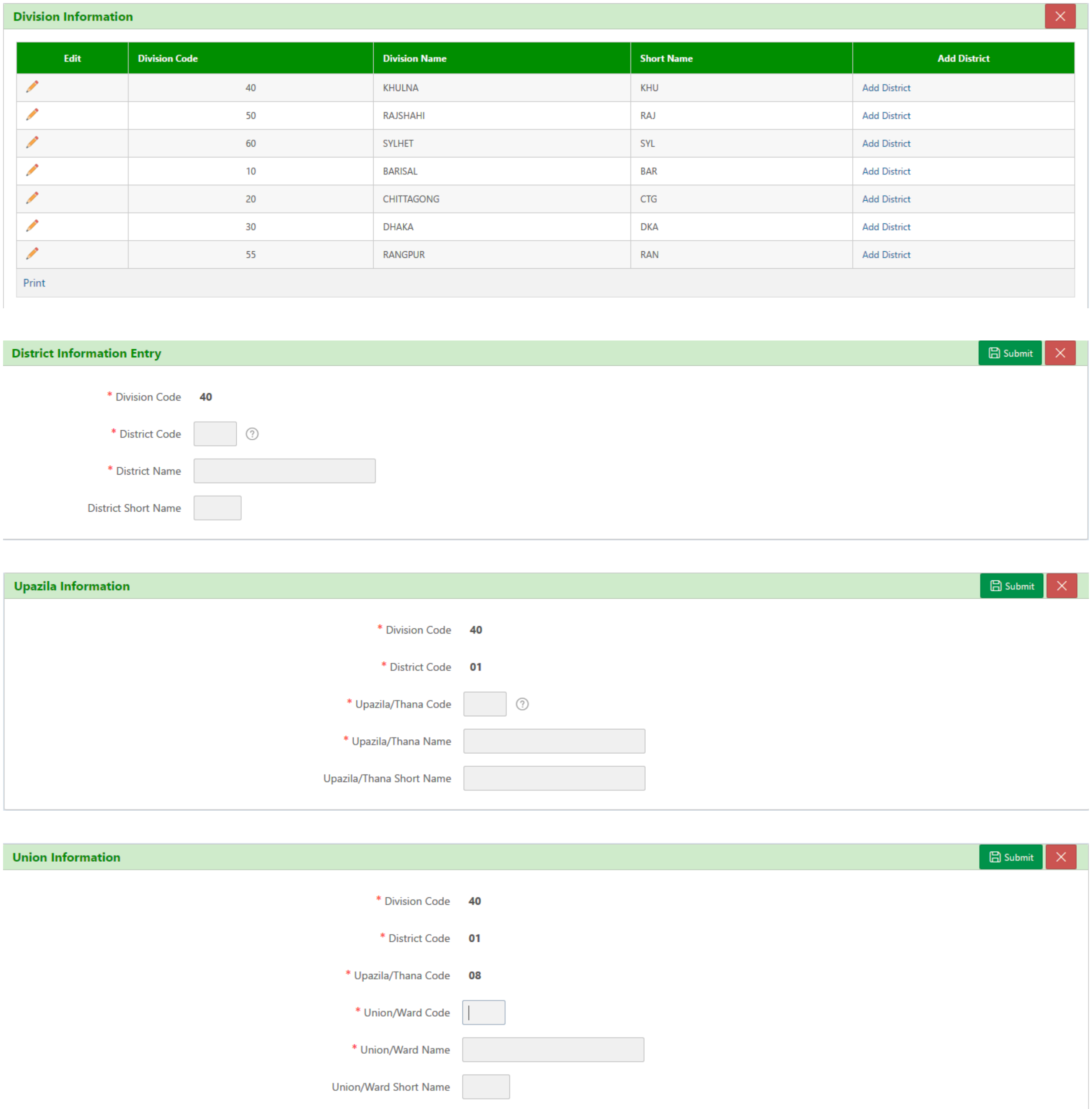
Purpose

IT Admin User will use this screen/activity to capture ZoneInformation including District Information, Upazila Information, and Union Information.

Menu

Administration >Other Setup > Zone Setup

User Interface: Zone Setup



Division Information

Edit	Division Code	Division Name	Short Name	Add District
	40	KHULNA	KHU	Add District
	50	RAJSHAHI	RAJ	Add District
	60	SYLHET	SYL	Add District
	10	BARISAL	BAR	Add District
	20	CHITTAGONG	CTG	Add District
	30	DHAKA	DKA	Add District
	55	RANGPUR	RAN	Add District

Print

Figure:Zone Setup

Perform Zone Setup

<u>Steps to Execute:</u>

1. Open ZoneSetup page from the menu.
2. To Add District to a specific Division, click on ‘Add District’ Link of that specific row.
3. District List of specific Division will be available with Add Upazila Link.
4. To Add District, click on ‘Create’ button.
5. All input field which is indicate with (*) symbol are mandatory field.
6. Enter (input) District Information.
7. After clicking on ‘Submit’ button, you will see a message of "Saved successfully".

8. To Discontinue District Setup, click on ‘Cancel’ button to go back.
9. To Add Upazila to a specific District, click on ‘Add Upazila’ Link of that specific row.
10. Upazila List of specific District will be available with Add Union Link.
11. To Add Upazila, click on ‘Create’ button.
12. All input field which is indicate with (*) symbol are mandatory field.
13. Enter (input) Upazila Information.
14. After clicking on ‘Submit’ button, you will see a message of "Saved successfully".
15. To Discontinue Upazila Setup, click on ‘Cancel’ button to go back.
16. To Add Union to a specific Upazila, click on ‘Add Union’ Link of that specific row.
17. Union List of specific Upazila will be available.
18. To Add Union, click on ‘Create’ button.
19. All input field which is indicate with (*) symbol are mandatory field.
20. Enter (input) Union Information.
21. After clicking on ‘Submit’ button, you will see a message of "Saved successfully".
22. To Discontinue Union Setup, click on ‘Cancel’ button to go back.

2.1.6. Postal Code Setup

Purpose

IT Admin User will use this screen/activity to capture Postal Codes of a specific District.

Menu

Administration >Other Setup > Postal Code Setup

User Interface: Postal Code Setup

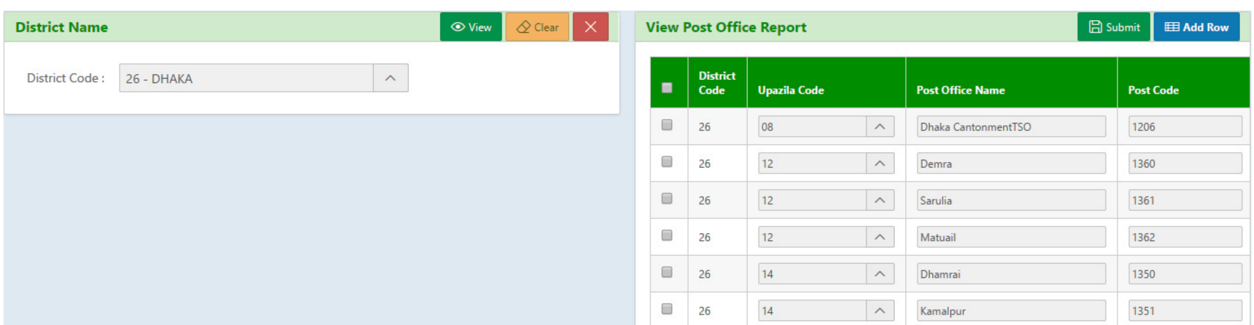


Figure:Postal Code Setup

Perform Postal Code Setup

<u>Steps to Execute:</u>

1. Open Postal Code Setup page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select District from Dropdown List.
4. Click on ‘View’ button to populate resected Postal Codes and Details.
5. To add a new Postal Code click on ‘Add Row’ button and add details.
6. After clicking on ‘Submit’ button,you will see a message of "Saved successfully".
7. To Clear all the Textboxes, click on ‘Clear’ button.
8. To Discontinue Postal Code Setup, click on ‘Cancel’ button to go back.

Note: During Postal Code Setup Some input field will be filled by the pre-defined data. Those data will be select by Dropdown.

2.1.7. Different Code Setup

Purpose

IT Admin User will use this screen/activity to Add/Edit different codes for the system.

Menu

Administration >Other Setup > Different Code Setup

User Interface: Different Code Setup

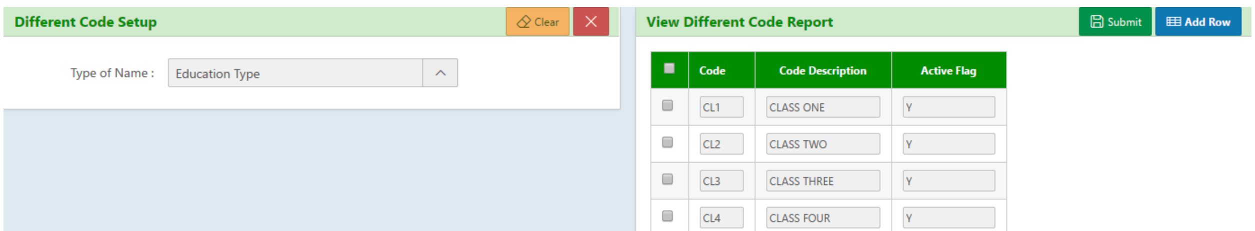


Figure: Different Code Setup

PerformDifferent Code Setup

<u>**Steps to Execute:**</u>

1. Open Different Code Setup page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Name of Type from Dropdown List.
4. System will populate resected Codes and Details.
5. To add a new Code click on 'Add Row' button and add details.
6. After clicking on 'Submit' button,you will see a message of "Saved successfully".
7. To Clear all the Textboxes, click on 'Clear' button.
8. To Discontinue Different Code Setup, click on 'Cancel' button to go back.

2.1.8. Document Type Setup

Purpose

IT AdminUser will use this screen/activity to Add/Edit Document Types.

Menu

Administration >Other Setup > Document Type Setup

User Interface: Document Type Setup

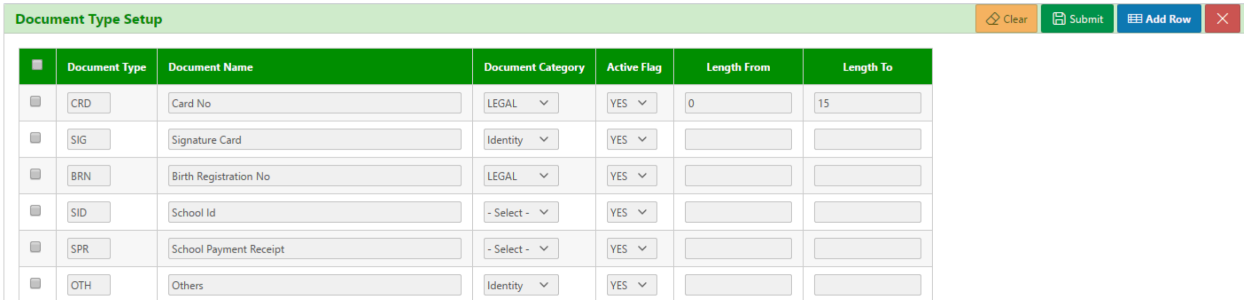


Figure: Document Type Setup

PERFORMDOCUMENT TYPE SETUP

Steps to Execute:

1. Open Document Type Setuppage from the menu.
2. To add a new Document Type click on 'Add Row' button and add details.
3. After clicking on 'Submit' button,you will see a message of "Saved successfully".
4. To Clear all the Textboxes, click on 'Clear' button.
5. To Discontinue Document Type Setup, click on 'Cancel' button to go back.

2.1.9. DOCUMENT MAPPING

PURPOSE

IT Admin User will use this screen/activity to map documents with different pages of the system.

MENU

Administration >Other Setup > Document Mapping

USER INTERFACE: DOCUMENT MAPPING

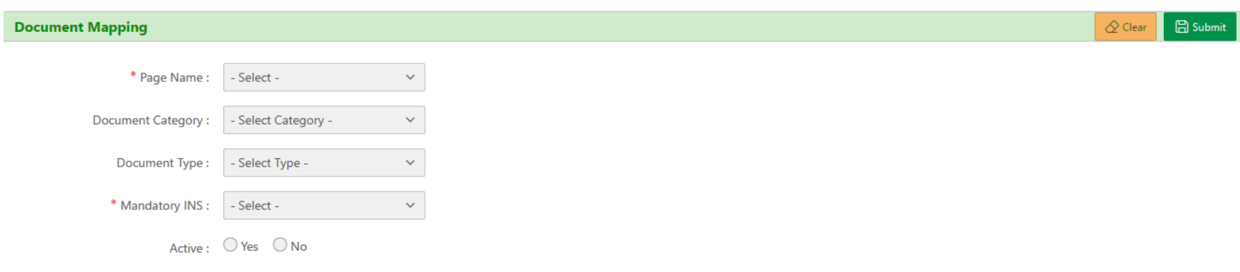


Figure: Document Mapping

PERFORM DOCUMENT MAPPING

Steps to Execute:

1. Open Document Mappingpage from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Page from Dropdown list.
4. Select Document Category from Dropdown list.

5. Select Document Type from Dropdown list.
6. Select Mandatory INS from Dropdown list.
7. After clicking on 'Submit' button, you will see a message of "Information has been saved successfully".
8. To Clear all the Textboxes, click on 'Clear' button.

Note:	**During Document MappingSome input field will be filled by the pre-defined data. Those data will be select by Dropdown.**

2.1.10. Holiday Setup

Purpose

IT Admin/Business Admin User will use this screen/activity to setup weekend, public holiday and organizational holidays for all branches.

Menu

Administration >Other Setup > Holiday Setup

User Interface: Holiday Setup

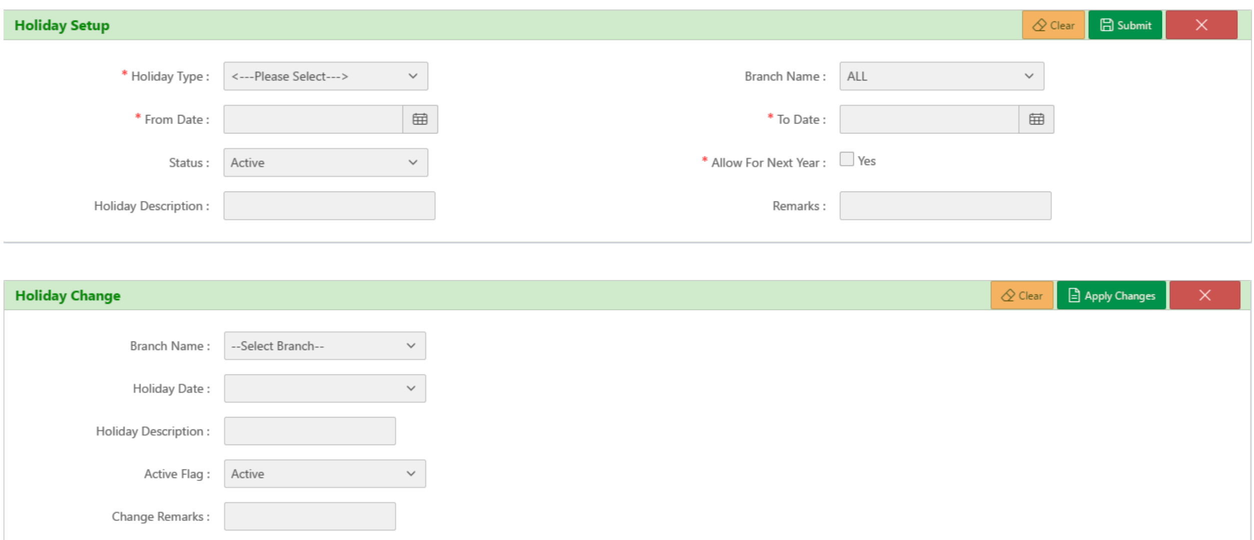


Figure: Holiday Setup

Perform Holiday Setup

<u>Steps to Execute:</u>

1. Open Holiday Setup page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. After clicking on 'Submit' button, you will see a message of "Information has been saved successfully".
4. To Clear all the Textboxes, click on 'Clear' button.
5. To Discontinue Holiday Setup click on 'Cancel' button
6. To Change Holiday, click on 'Holiday Change' Tab.
7. Select Branch from dropdown list.

8. Select Holiday Date from Dropdown list.
9. Change information, as you need.
10. After clicking on ‘Submit’ button, you will see a message of "Information has been saved successfully".
11. To Clear all the Textboxes, click on ‘Clear’ button.
12. To Discontinue Change Holiday Setup click on ‘Cancel’ button.

2.1.11. Sector Code Setup

Purpose

IT Admin User will use this screen/activity to add Sector code and details.

Menu

Administration >SBS Code >> Sector CodeSetup

User Interface: Sector Code Setup

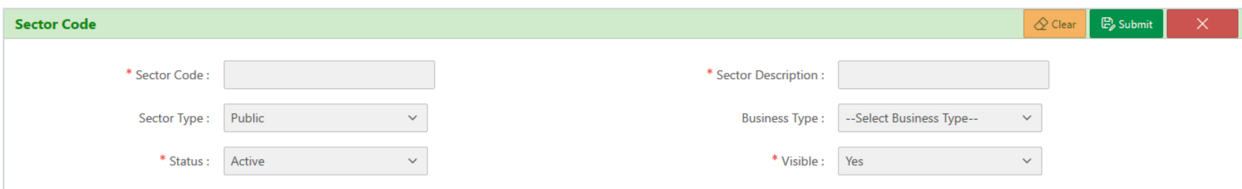


Figure: Sector CodeSetup

Perform Sector Code Setup

Steps to Execute:

1. Open Sector CodeSetuppage from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) Sector Code.
4. Enter (input) Sector Description.
5. Select Sector Type from Dropdown list.
6. Select Business Type from Dropdown list.
7. Select Status from Dropdown list.
8. Select Visible from Dropdown list.
9. After clicking on ‘Submit’ button, you will see a message of "Information has been saved successfully".
10. To Clear all the Textboxes, click on ‘Clear’ button.
11. To Discontinue Sector CodeSetup click on ‘Cancel’ button.

Note:	**During Sector Code Setup Some input field will be filled by the pre-defined data. Those data will be select by Dropdown.**

2.1.12. User Transaction Limit

Purpose

IT Admin User will use this screen/activity to define User Transaction Limit Amount for Debit/Credit and define Approval Limit Amount.

Menu

Administration > User Limit > User Limit Setup

User Interface: User Limit Setup

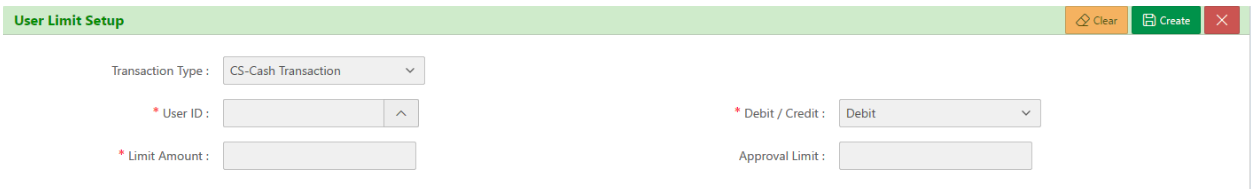


Figure: User Limit Setup

Perform User Limit Setup

Steps to Execute:

1. Open User Limit Setup page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Transaction Type from Dropdown list.
4. Select User ID from Dropdown list.
5. Select Debit or Credit from Dropdown list.
6. Enter (input) Limit Amount.
7. Enter (input) Approval Limit.
8. After clicking on 'Submit' button, you will see a message of "Information has been saved successfully".
9. To Clear all the Textboxes, click on 'Clear' button.
10. To Discontinue User Limit Setup click on 'Cancel' button.

Note: **During User Limit SetupSome input field will be filled by the pre-defined data. Those data will be select by Dropdown.**

2.1.13. Dynamic SMS Setup

Purpose

IT Admin User will use this screen/activity to define/create/configure different types of SMS for System user those will send from System.

Menu

Administration > SMS Generation > Dynamic SMS Setup

User Interface: Dynamic SMS Setup

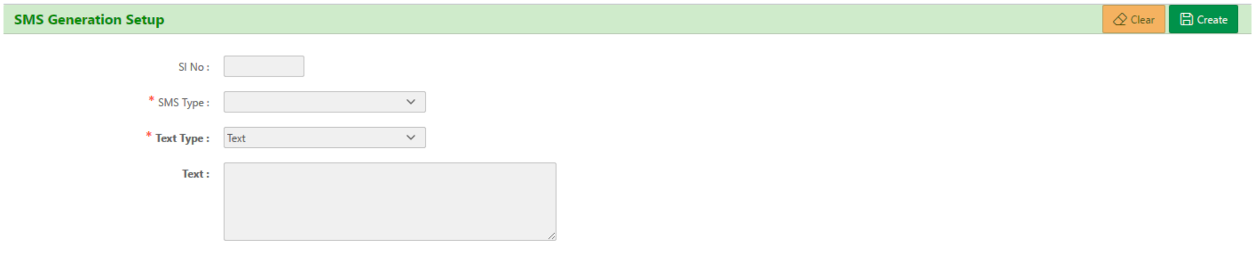


Figure: Dynamic SMS Setup

PERFORM DYNAMIC SMS SETUP

Steps to Execute:

1. Open Dynamic SMS Setup page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) SL No.
4. Select SMS Type from Dropdown list.
5. Select Text Type from Dropdown list.
6. Enter (input) SMS Text.
7. After clicking on ‘Submit’ button, you will see a message of "Information has been saved successfully".
8. To Clear all the Textboxes, click on ‘Clear’ button.

Note: **During Dynamic SMS SetupSome input field will be filled by the pre-defined data. Those data will be select by Dropdown.**

2.1.14. DYNAMIC EMAIL SETUP

PURPOSE

IT Admin User will use this screen/activity to define/create/configure different types of Emails for System user those will send from System.

MENU

Administration > Mail Generation

USER INTERFACE: MAIL GENERATION

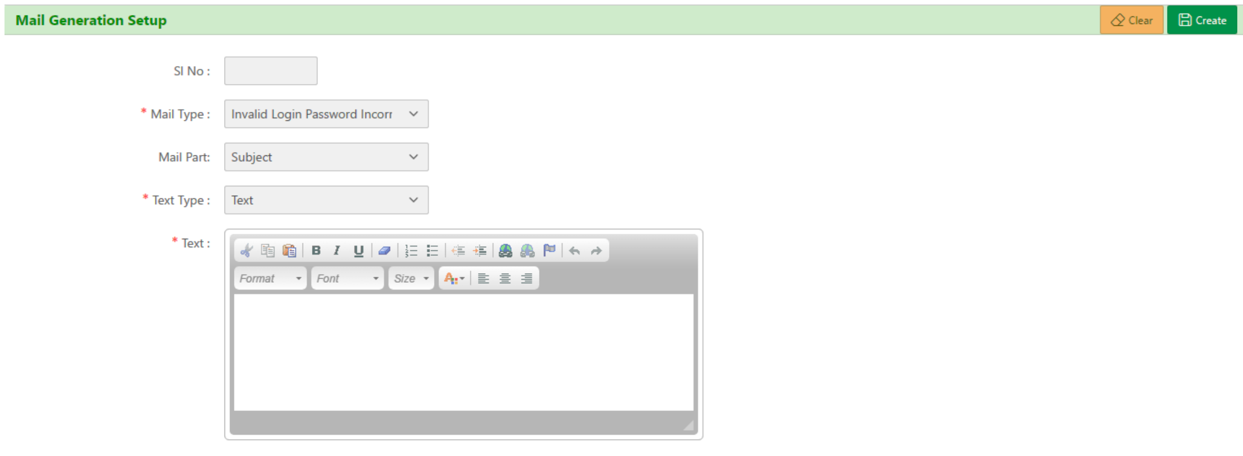


Figure: Mail Generation

Perform Mail Generation

Steps to Execute:

1. Open Dynamic SMS Setup page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) SL No.
4. Select Mail Type from Dropdown list.
5. Select Mail Part from Dropdown list.
6. Select Text Type from Dropdown list.
7. Enter (input) Mail Text in HTML Editor.
8. After clicking on 'Submit' button, you will see a message of "Information has been saved successfully".
9. To Clear all the Textboxes, click on 'Clear' button.

Note:	**During Change Request AuthorizationSome input field will be filled by the pre-defined data. Those data will be select by Dropdown like Request From.**

2.2. Customer

2.2.1. Customer Registration

Purpose

IT Admin/Business User will use this screen/activity to Create/Register Customer Information.

Menu

Customer > Entry Form > Customer Registration

User Interface: Customer Registration

Existing Entry

New Entry   Pending Entry

Basic Information   CLEAR   DEDUPE CHECKING   NEXT

* Customer Type : Individual

* Institution / First Name :   Last Name :

* Father Name :   * Mother Name :

* Gender : Male   Female   * Date of Birth :

* Nationality : Bangladeshi   * Religion : - Please Select -

* Last Education : - Please Select -   * Occupation : - Please Select -

* Marital Status : - Please Select -   No. of Dependable Member :

Contact Information

* Mobile No. : 01x-xxxxxxxx   Alternative Mobile No. : 01x-xxxxxxxx   E-Mail ID : id@company.com

Bank Account Infomation

Bank Name : -Please Select-   Bank Account No :

Other Information

Media : -Please Select-   Living Period (Pr. Address) :   Annual Income :

No of Male Earner :   No of Female Earner :   Total Earner Member :

Family Guardian : Yes No   Relation With Guardian: Home Description :

Father Land : Yes No   Land Description :   Remarks :

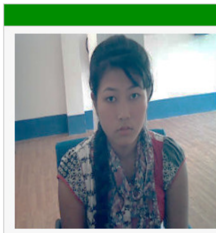
Customer Photograph   PREVIOUS   CLEAR   NEXT

User Code : 44535

Customer Photo

Capture   Choose File No file chosen

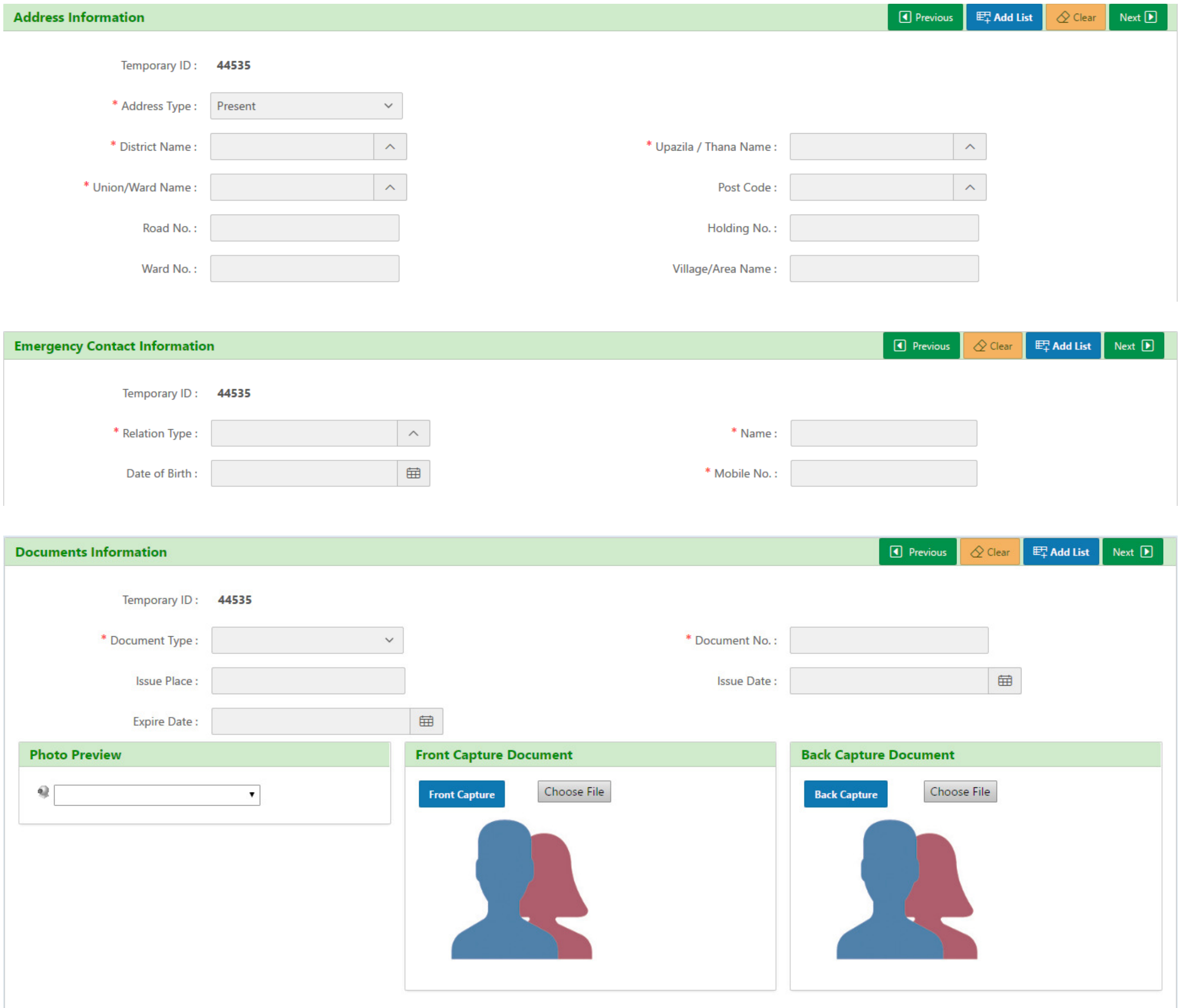
Capture Photo



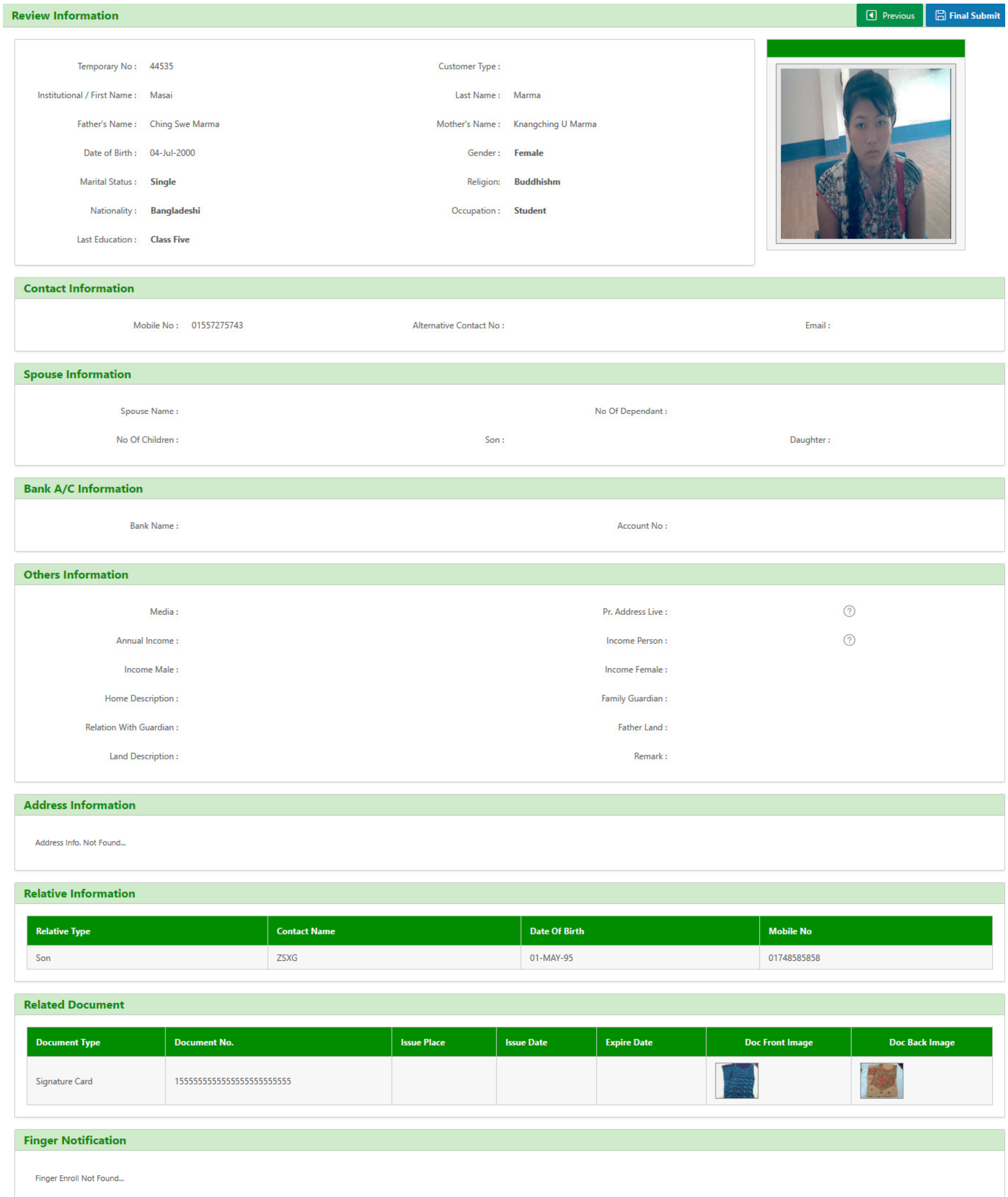
Finger Print Enrollment   PREVIOUS   Clear   NEXT

Bio Metric Enrollment

This Customer Already Enrolled.   Check Customer Finger (If Already Enrolled)



Address Information
Previous
Add List
Clear
Next
Temporary ID : 44535
* Address Type : Present
* District Name :
* Upazila / Thana Name :
* Union/Ward Name :
Post Code :
Road No. :
Holding No. :
Ward No. :
Village/Area Name :
Emergency Contact Information
Previous
Clear
Add List
Next
Temporary ID : 44535
* Relation Type :
* Name :
Date of Birth :
* Mobile No. :
Documents Information
Previous
Clear
Add List
Next
Temporary ID : 44535
* Document Type :
* Document No. :
Issue Place :
Issue Date :
Expire Date :
Photo Preview
Front Capture Document
Front Capture
Choose File
Back Capture Document
Back Capture
Choose File



Review Information Previous | Final Submit

Temporary No :	44535	Customer Type :	
Institutional / First Name :	Masai	Last Name :	Marma
Father's Name :	Ching Swe Marma	Mother's Name :	Knangching U Marma
Date of Birth :	04-Jul-2000	Gender :	Female
Marital Status :	Single	Religion:	Buddhishm
Nationality :	Bangladeshi	Occupation :	Student
Last Education :	Class Five		

Contact Information

Mobile No : 01557275743 Alternative Contact No : Email :

Spouse Information

Spouse Name : No Of Dependant :

No Of Children : Son : Daughter :

Bank A/C Information

Bank Name : Account No :

Others Information

Media :	Pr. Address Live :
Annual Income :	Income Person :
Income Male :	Income Female :
Home Description :	Family Guardian :
Relation With Guardian :	Father Land :
Land Description :	Remark :

Address Information

Address Info. Not Found...

Relative Information

Relative Type	Contact Name	Date Of Birth	Mobile No
Son	ZSXG	01-MAY-95	01748585858

Related Document

Document Type	Document No.	Issue Place	Issue Date	Expire Date	Doc Front Image	Doc Back Image
Signature Card	1555555555555555555555					

Finger Notification

Finger Enroll Not Found...

Figure: Customer Registration

Perform Customer Registration

Steps to Execute:

1. Open Customer Registration page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Existing or pending type.
4. Enter (input) required information.
5. Click on ‘Next’ button to Save and go to Customer Photograph page.
6. Enter (input) required information.
7. Click on ‘Next’ button to Save and go to Finger Print page.
8. Click on ‘Previous’ button to go back to Customer Photograph page.
9. Enter (input) required information.
10. Click on ‘Next’ button to Save and go to Address Information page.
11. Click on ‘Previous’ button to go back to Finger Print page.
12. Enter (input) required information.
13. Click on ‘Next’ button to Save and go to Emergency Contact page.
14. Click on ‘Previous’ button to go back to Address Information page.
15. Enter (input) required information.
16. Click on ‘Next’ button to Save and go to Document Information page.
17. Click on ‘Previous’ button to go back to Emergency Contact page
18. Enter (input) required information.
19. Click on ‘Next’ button to Save and go to Final Submission for review.
20. Click on ‘Previous’ button to go back to Document Information page.
21. After clicking on ‘Submit’ button, the data willsave and you will see a message of "Successfully Saved”. Customer ID is [#########]".
22. To DiscontinueCustomer Registration, click on ‘Cancel’ button.
23. To Clear all the Textboxes, click on ‘Clear’ button.

Note:	**During Samitee RegistrationSome input field will be filled by the pre-defined data. Those data will be select by Dropdown like Union.**

2.3.ACCOUNT OPENING

2.3.1. CASA ACCOUNT

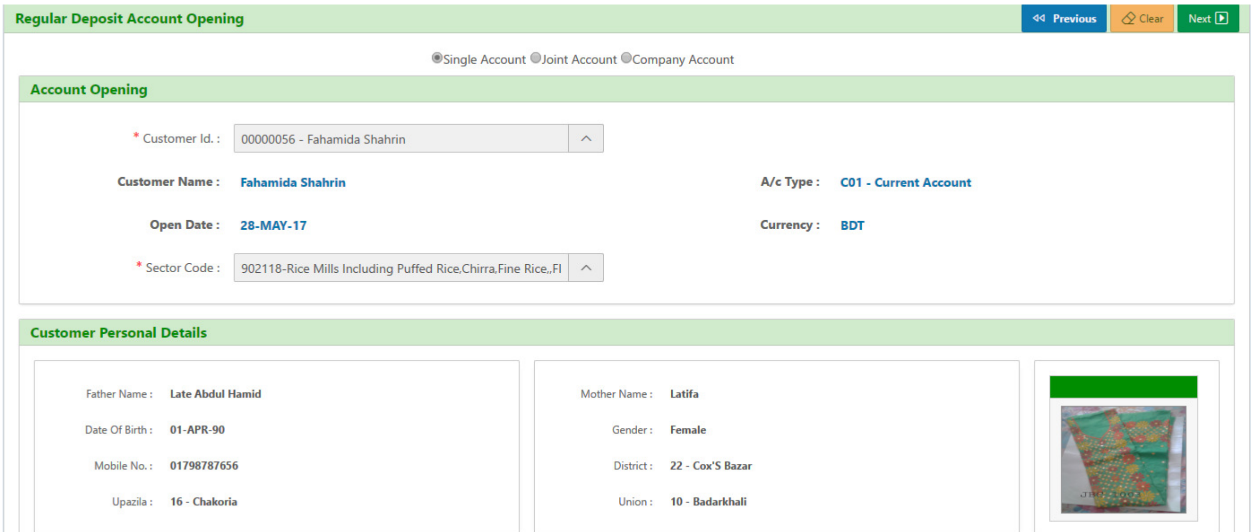
PURPOSE

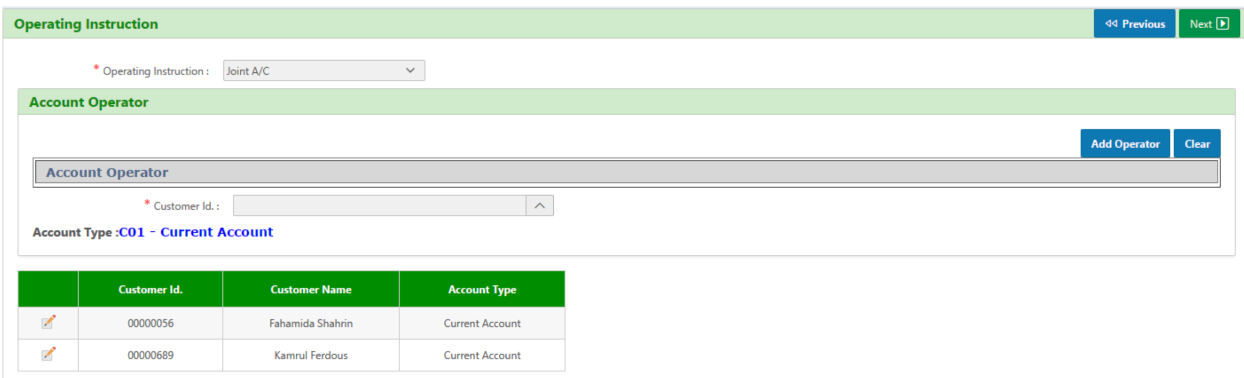
IT Admin/Business AdminUser will use this screen/activity to Open Current/Savings Account of registered customers capturing A/C Type, Customer Information, Operating Instruction, Nominee Information, Introducer Information, and Transaction Profile.

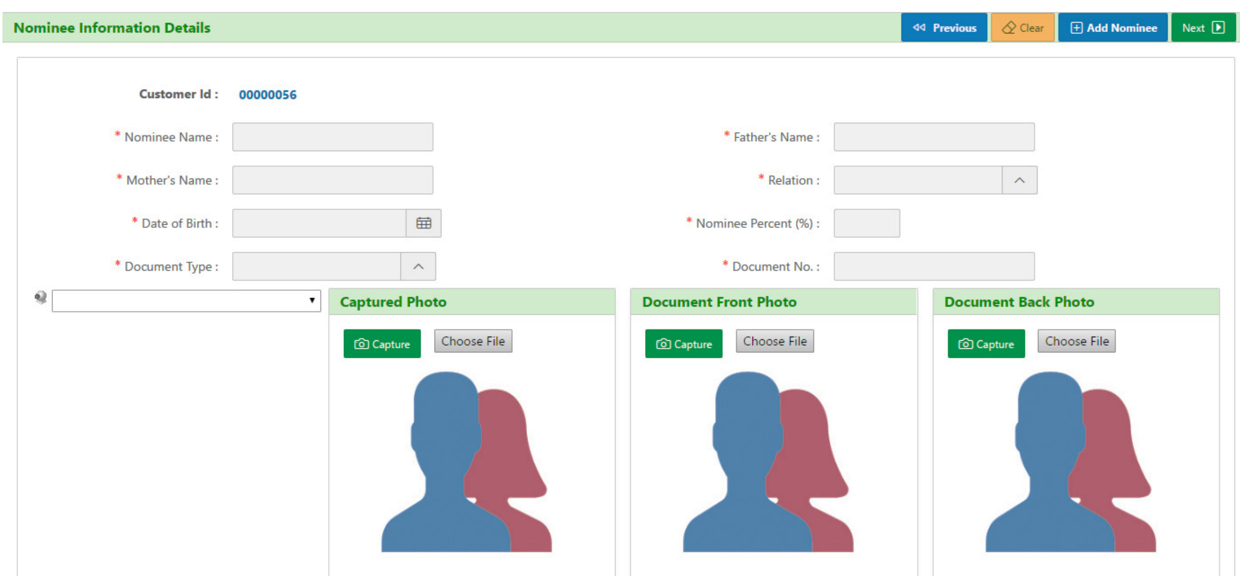
MENU

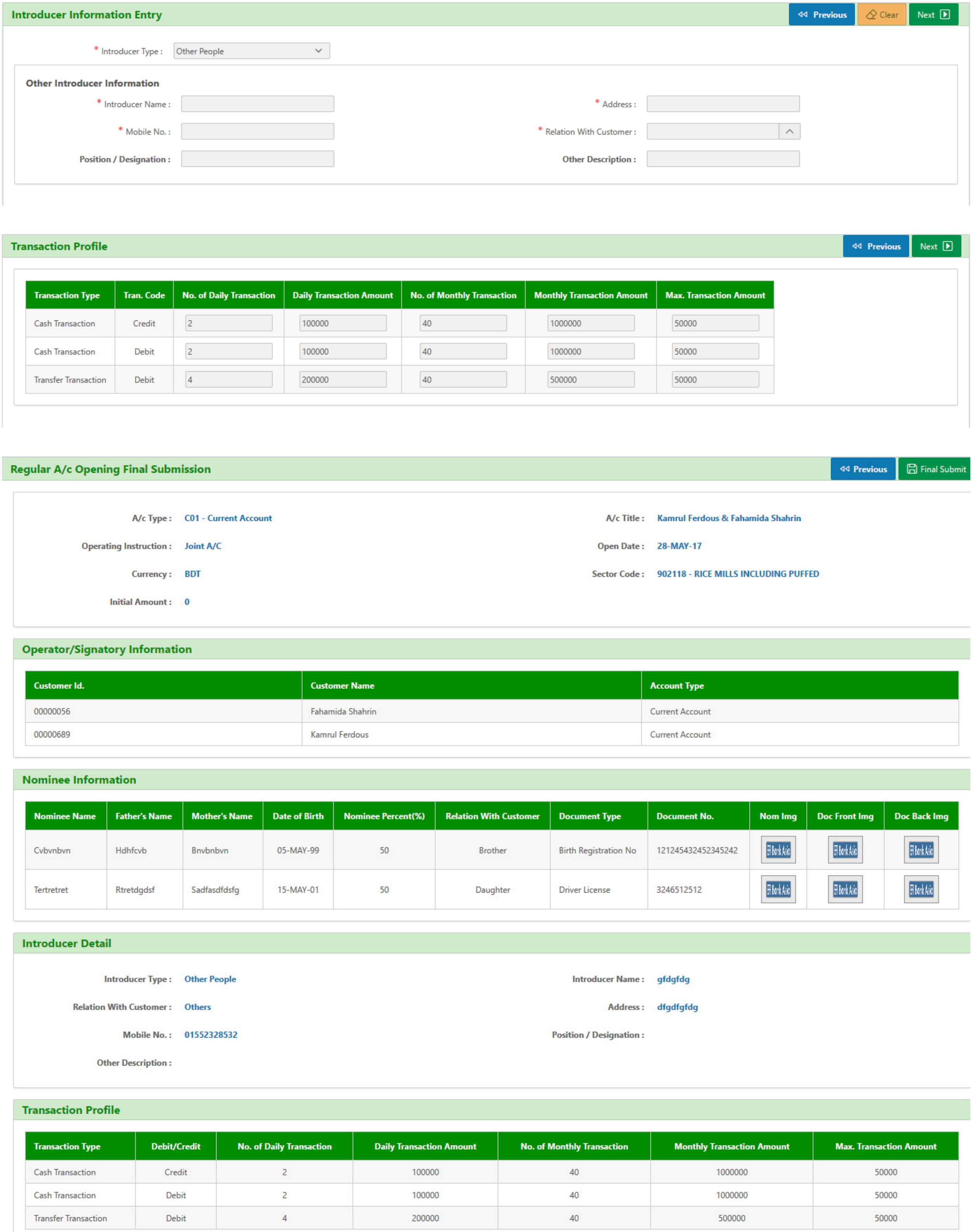
A/C Management > A/C Open > Regular A/C Open

USER INTERFACE: CASA ACCOUNT


Regular Deposit Account Opening
Previous
Clear
Next
Single Account Joint Account Company Account
Account Opening
* Customer Id. : 00000056 - Fahamida Shahrin
Customer Name : Fahamida Shahrin
A/c Type : C01 - Current Account
Open Date : 28-MAY-17
Currency : BDT
* Sector Code : 902118-Rice Mills Including Puffed Rice,Chirra,Fine Rice,,Fl
Customer Personal Details
Father Name : Late Abdul Hamid
Date Of Birth : 01-APR-90
Mobile No. : 01798787656
Upazila : 16 - Chakoria
Mother Name : Latifa
Gender : Female
District : 22 - Cox'S Bazar
Union : 10 - Badarkhali


Operating Instruction
Previous
Next
* Operating Instruction : Joint A/C
Account Operator
Add Operator
Clear
Account Operator
* Customer Id. :
Account Type :C01 - Current Account
Customer Id.
Customer Name
Account Type
00000056
Fahamida Shahrin
Current Account
00000689
Kamrul Ferdous
Current Account


Nominee Information Details
Previous
Clear
Add Nominee
Next
Customer Id : 00000056
* Nominee Name :
* Father's Name :
* Mother's Name :
* Relation :
* Date of Birth :
* Nominee Percent (%) :
* Document Type :
* Document No. :
Captured Photo
Capture
Choose File
Document Front Photo
Capture
Choose File
Document Back Photo
Capture
Choose File



Introducer Information Entry

Previous | Clear | Next

* Introducer Type : Other People

Other Introducer Information

* Introducer Name :
* Address :
* Mobile No. :
* Relation With Customer :

Position / Designation :

Other Description :

Transaction Profile

Previous | Next

Transaction Type	Tran. Code	No. of Daily Transaction	Daily Transaction Amount	No. of Monthly Transaction	Monthly Transaction Amount	Max. Transaction Amount
Cash Transaction	Credit	2	100000	40	1000000	50000
Cash Transaction	Debit	2	100000	40	1000000	50000
Transfer Transaction	Debit	4	200000	40	500000	50000

Regular A/c Opening Final Submission

Previous | Final Submit

A/c Type : C01 - Current Account

A/c Title : Kamrul Ferdous & Fahamida Shahrin

Operating Instruction : Joint A/C

Open Date : 28-MAY-17

Currency : BDT

Sector Code : 902118 - RICE MILLS INCLUDING PUFFED

Initial Amount : 0

Operator/Signatory Information

Customer Id.	Customer Name	Account Type
00000056	Fahamida Shahrin	Current Account
00000689	Kamrul Ferdous	Current Account

Nominee Information

Nominee Name	Father's Name	Mother's Name	Date of Birth	Nominee Percent(%)	Relation With Customer	Document Type	Document No.	Nom Img	Doc Front Img	Doc Back Img
Cvbvnbvn	Hdhfcvb	Bnvbnbvn	05-MAY-99	50	Brother	Birth Registration No	121245432452345242			
Tertretret	Rtretdgdsf	Sadfasdfdsfg	15-MAY-01	50	Daughter	Driver License	3246512512			

Introducer Detail

Introducer Type : Other People

Introducer Name : gfdgfdg

Relation With Customer : Others

Address : dfgdfgfdg

Mobile No. : 01552328532

Position / Designation :

Other Description :

Transaction Profile

Transaction Type	Debit/Credit	No. of Daily Transaction	Daily Transaction Amount	No. of Monthly Transaction	Monthly Transaction Amount	Max. Transaction Amount
Cash Transaction	Credit	2	100000	40	1000000	50000
Cash Transaction	Debit	2	100000	40	1000000	50000
Transfer Transaction	Debit	4	200000	40	500000	50000

Figure:CASA Account

PERFORM CASA ACCOUNT

Steps to Execute:

1. Open CASA Account page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select A/C Type using radio button.
4. Click on ‘Next’ button to Save and go to Account details page.
5. Enter (input) required information.
6. Click on ‘Next’ button to Save and go to Operator Instruction page.
7. Click on ‘Previous’ button to go back to AccountType page.
8. Enter (input) required information.
9. Click on ‘Next’ button to Save and go to Nominee Information page.
10. Click on ‘Previous’ button to go back to Account details page.
11. Enter (input) required information.
12. Click on ‘Next’ button to Save and go to Introducer page.
13. Click on ‘Previous’ button to go back to Nominee Information page.
14. Enter (input) required information.
15. Click on ‘Next’ button to Save and go to Transaction Profile page.
16. Click on ‘Previous’ button to go back to Introducer page
17. Enter (input) required information.
18. Click on ‘Next’ button to Save and go to Final Submission for review.
19. Click on ‘Previous’ button to go back to Transaction Profile. page
20. After clicking on ‘Submit’ button, the data willsave and you will see a message of "Successfully Saved”. Account No is [#############]".
21. To Clear all the Textboxes, click on ‘Clear’ button.

Note:	**During CASA Account Some input field will be filled by the pre-defined data. Those data will be select by Dropdown.**

2.4. TRANSACTIONS

2.4.1. CASH DEPOSIT

PURPOSE

IT Admin/Business Admin User will use this screen/activity to Collect Deposit from Account Holder.

MENU

Transaction > Cash Deposit

USER INTERFACE: CASH DEPOSIT

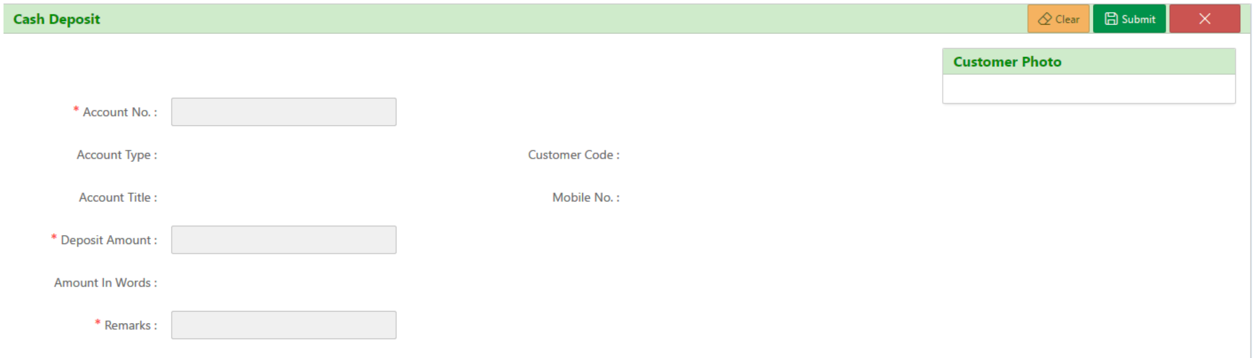


Figure: Cash Deposit

PERFORM CASH DEPOSIT

Steps to Execute:

1. Open Cash Deposit page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. 0Enter (input) Account No and Hit Enter (Keyboard).
4. All the related data will be fetched automatically.
5. Enter (input) Deposit Amount.
6. Enter (input) Remarks.
7. After clicking on 'Submit' button, you will see a message of "Information has been saved successfully". System will show a **Transaction Status Screen**.
8. To Discontinue Cash Deposit, click on 'Cancel' button.
9. To Clear all the Textboxes, click on 'Clear' button.

2.4.2. TRANSACTION REVERSE REQUEST

PURPOSE

IT Admin/Business Admin User will use this screen/activity to perform Deposit Correction Requests. Requests can be Full Reverse or Partial Reverse.

Note:	**- Transaction Date needed.** **- Transaction No also needed.** **- After submit reverse request it will be pending for approval.** **- Approve: Deposited Amount will decrease.**

MENU

Transaction > Reverse > Request

USER INTERFACE: TRANSACTION REVERSE REQUEST

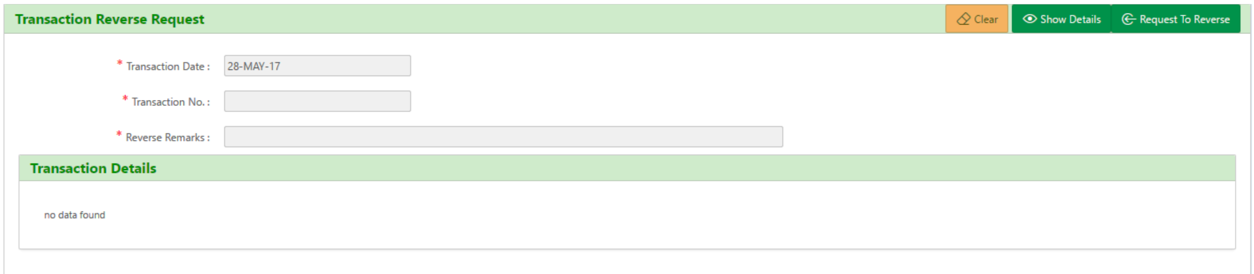


Figure: Transaction Reverse Request

Perform Transaction Reverse Request

<u>Steps to Execute:</u>

1. Open Transaction Reverse Request page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) Transaction Date.
4. Enter (input) Transaction No.
5. Enter (input) Reverse Remarks.
6. Click on ‘Show Details’ to view Transaction Details of that specific date &transaction no.
7. To Clear all the Textboxes, click on ‘Clear’ button.

2.4.3. Transaction Reverse Request Approval

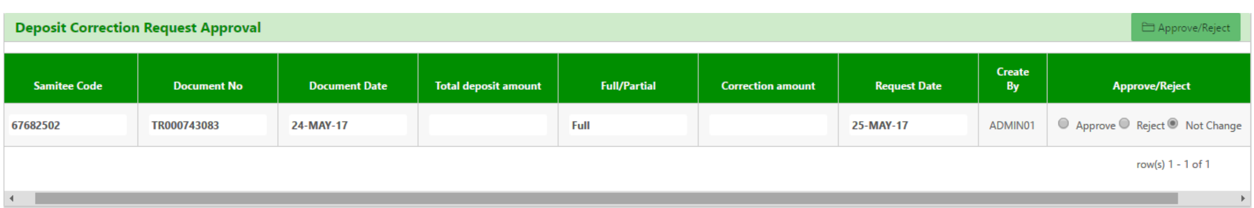
Purpose

IT Admin/Business Admin User will use this screen/activity to Approve or Reject Transaction Reverse Requests. After Approval Account will be updated.

Menu

Transaction > Reverse > Approval

User Interface: Transaction Reverse Requests Approval


Deposit Correction Request Approval

Approve/Reject

Samitee Code	Document No	Document Date	Total deposit amount	Full/Partial	Correction amount	Request Date	Create By	Approve/Reject
67682502	TR000743083	24-MAY-17		Full		25-MAY-17	ADMIN01	Approve Reject Not Change

row(s) 1 - 1 of 1

Figure:Transaction Reverse Requests Approval

Perform Transaction Reverse Requests Approval

<u>Steps to Execute:</u>

1. Open Transaction Reverse RequestsApproval page from the menu.
2. Page will be loaded with All pending Requests with Approve/Reject/No Change option. By default, No Change option will be selected.
3. Select any of the 3 options [Approve/Reject/No Change]and Click on ‘Submit’ button.

4. After clicking on 'Submit' button, you will see a message of "Approve/Reject done successfully".
5. To Discontinue Transaction Reverse Requests Approval click on 'Cancel' button.

2.4.4. BO Transfer Transaction Request

Purpose

IT Admin/Business Admin User will use this screen/activity to submit Transaction Transfer requests. Transfer Transaction will manage Party To Party, Party to GL, GL to Party and GL to GL Transaction Transfer Requests. For only Party related Transaction Transfer Request Party Account will be required and for GL related Transaction Transfer Request GL Account will be required.

Menu

Transaction > BO Transfer Transaction

User Interface: BO Transfer Transaction Request

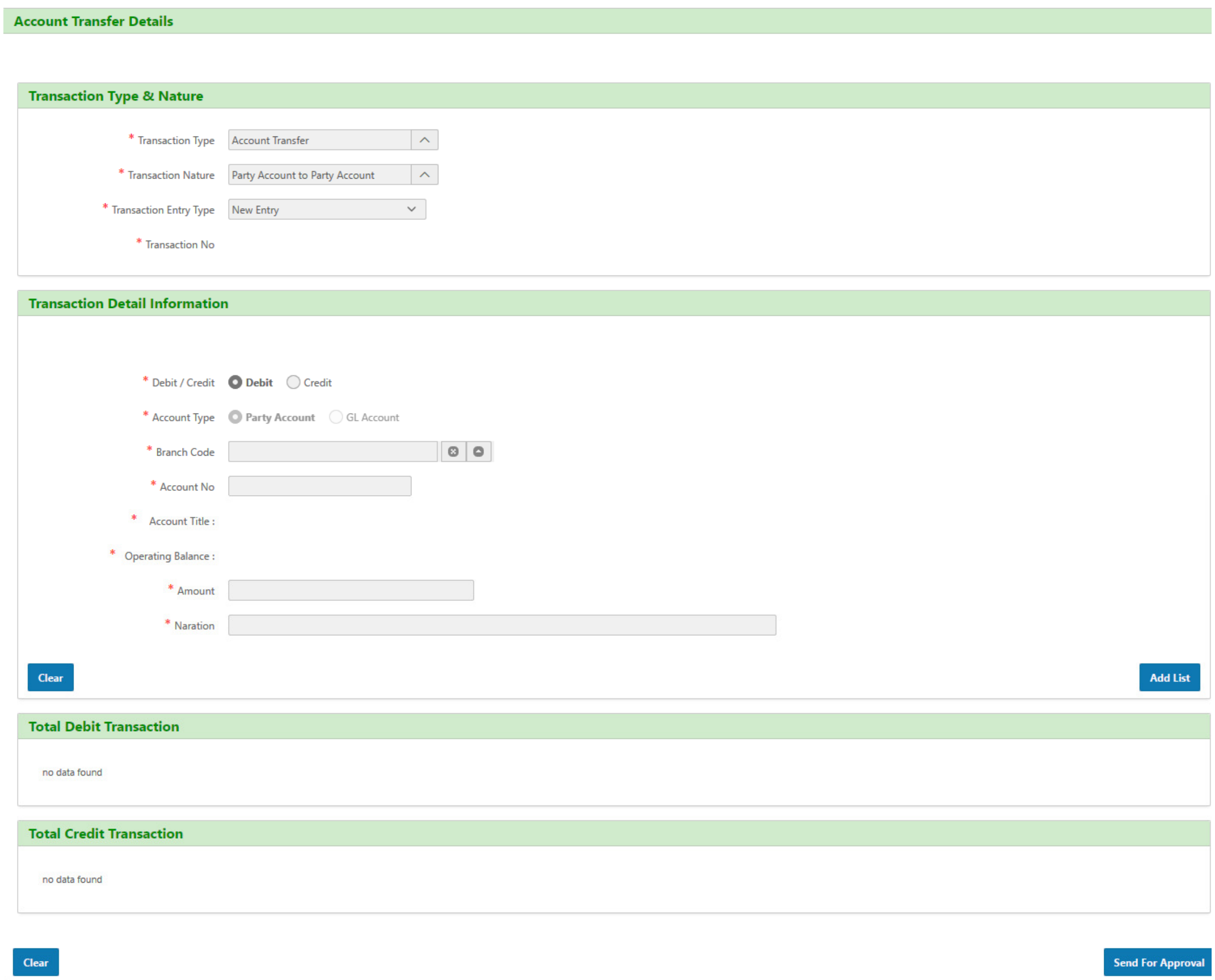


Figure: BO Transfer Transaction Request

PERFORM BO TRANSFER TRANSACTION REQUEST

<u>Steps to Execute:</u>

1. Open BO Transfer Transaction Request page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Transaction Type from Dropdown List.
4. Select Transaction Nature from Dropdown List.
5. Select Transaction Entry Type from Dropdown List.
6. Select Debit or Credit.
7. Account Type Selection will be dependent on Dr/Cr and Transaction Nature.
8. Select Branch Code from Dropdown list.
9. Enter (input) Account No.
10. Account Title will be shown automatically.
11. Enter (input) Amount.
12. Enter (input) Narration.
13. Click on ‘Add List’ to add multiple Transfer Transaction Requests.
14. Click on ‘Modify List’ to add multiple Transfer Transaction Requests.
15. After clicking on ‘Send for Approval’ button, you will see a message of "Request Successful".
16. To Clear all the Textboxes, click on ‘Clear’ button.
17. To Discontinue BO Transfer Transaction Request, click on ‘Cancel’ button.

Note:	**During Transfer Transaction Request Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Transaction Type,Transaction Nature,Transaction Entry Type and Branch Code.**

2.4.5. BO TRANSFER TRANSACTION REQUEST APPROVAL

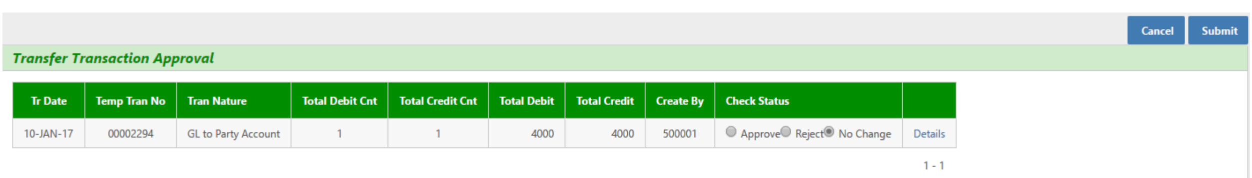
PURPOSE

IT Admin/Business Admin User will use this screen/activity to Approve or Reject Transfer Transaction Request Requests. After Approval respected Accounts will be updated.

MENU

Transaction > BO Transfer Transaction Approval

USER INTERFACE: BO TRANSFER TRANSACTION REQUEST APPROVAL



Tr Date	Temp Tran No	Tran Nature	Total Debit Cnt	Total Credit Cnt	Total Debit	Total Credit	Create By	Check Status	
10-JAN-17	00002294	GL to Party Account	1	1	4000	4000	500001	Approve Reject No Change	Details

Figure: BOTransfer Transaction Request Approval

PERFORM TRANSFER TRANSACTION REQUEST APPROVAL

<u>Steps to Execute:</u>

1. Open Transfer Transaction Request Approval page from the menu.

2. Page will be loaded with All pending Requests with Approve/Reject/No Change option of logged in Upazila [Branch]. By default, No Change option will be selected.
3. Select any of the 3 options [Approve/Reject/No Change]and Click on 'Submit' button.
4. After clicking on 'Submit' button the data will be saved and you will see a message of "Approve/Reject done successfully".
5. To Discontinue Transfer Transaction Request Approval click on 'Cancel' button.

2.5. PROCESSING

2.5.1. DAY START & DAY END PROCESS

PURPOSE

IT Admin/Business Admin User will use this screen/activity to define the Loan Sanction Limit Amount. Loan will be given upon this amount.

MENU

Processing ➢ Daily Work ➢ Day Open Close

PROTOTYPE: DAY OPEN CLOSE

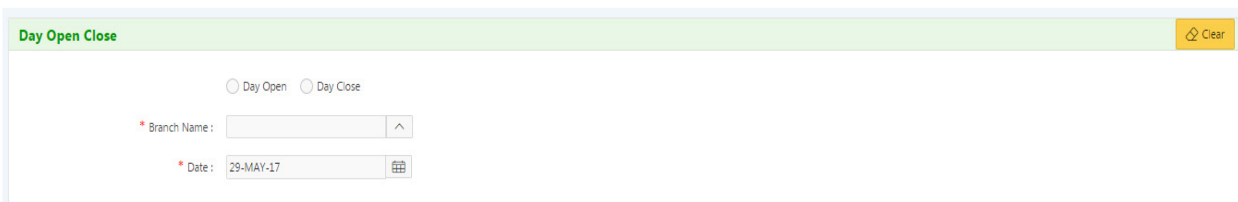


Figure: **DAY OPEN CLOSE**

PERFORM DAY OPEN CLOSE

Steps to Execute:

1. Open Day Open Close page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Day Open or Day Close.
4. Select Branch Name from Popup LOV List.
5. Day Open Close Date from Date picker.
6. After clicking on 'Day Open' button the data will be saved and Day open for that day.
7. After clicking on 'Day Close' button the data will be saved and Day Close for that day.
8. To Clear all the Textboxes, Radio click on 'Clear' button.