

(23)

Training Programme: Basic Banking Operation in FINACLE

Target Group: Newly Recruited Managers/ITOs

Duration: One Week

Objectives:

At the end of the programme, the participants would be able to:

1. Create and Update Customer Identification Number
3. Reconcile ATM transactions
4. Handle KCC module
5. Handle Finacle Operation at Bank level

Day	Sessions	Topic	Content	Methodology
I	I	Registration	-Filling up of registration forms -Distribution of material	
	II	Customer Identification Number	-Issue Customer Identification -KYC maintenance -Unique ID	Interactive Lecture
	III & IV	Account Opening and Maintenance on Finacle	-KYC Compliant Account -Documentation -Modifications and Maintenance of KYC Compliance -On line and Offline Account	Interactive Lecture and Practice
2nd	I & II	Handling of Financial Transaction	-Online and Offline Transactions	Interactive Lecture and Practice
	III & IV	Loan Accounts	-Account Opening -Transactions in account -Maintenance of Account	Interactive Lecture and Practice
3rd	I & II	Term Deposit	-Account opening -Renew and maintenance	Interactive Lecture and Practice
	III	Inventory & Share-FINCRAFT	-Issue and maintenance -Master data creation -Transactions -Updation	Interactive Lecture and Practice
	IV	KCC Module	-Renewing Limit -Managing MCL -Transaction -Documentation	Interactive Lecture and Practice
4th	I	Tax Returns and Reports	-TDS on Term Deposit -Related Reports	Interactive Lecture
	II	Email	-Inbox handling -Compose Mail -Attach File	Interactive Lecture and Practice

	III	TDS Operation on Finacle	-TDS deduction documentation -Marking 15G/15H	Interactive Lecture and Practice
	IV	Environment and Security	-Password policy -Hardware security & maintenance -Software security & Maintenance -Environment policy - Cyber Hygiene including Act as responsible checker	Interactive Lecture and Practice
5th	I & II	Reports & Returns	-Daybook Analysis -Reports to check daily/monthly -Monitoring Trial Balance and other reports -Managing Report in MS-Word and MS-Excel -Monthly meeting reports -Interest checking	Interactive Lecture and Practice
	III	NPA Handling on CBS	-Handling Overdue -Overflow and underflow -Re-phase loan -NPA marking/unmarking -Provisioning	Interactive Lecture and Practice
	IV	Evaluation and Validation	Principal & All FMs	