

FINACLE COMMANDS FOR CONCURRENT AUDIT

BASIC COMMANDS :

1 TO GO FORWARD :

PRESS ENTER IN MAIN MENU

OR

F4 IN SUB MENUS (FOR MOST OF THE TIME)

2 TO EXIT OR TO GO BACK :

F3

3 TO SEARCH :

F2

4 FOR HELP :

F3

5 TO GENRATE PRINT PREVEIW IN PR MENU

F10

6 (CTRL+D FOR FAST DOWN, CTRL+U FOR FAST UP)

(WHEREVER YOU GOT STUCK USE THE COMMAND OF F1 OR F2 YOU WILL GET THE REASONABLE HELP)

TO VIEW LEDGER ACCOUNT :

TO OPEN ACCOUNT BY ACC. N

TYPE "ACLI" IN MAIN MENU - ENTER-ACCOUNT NUMBER- START DATE-END DATE-F4

TO OPEN BY NAME :

TYPE EXPECTED NAME IN NAME COLUMN - F2 - SEARCH THE CORRECT NAME WITH CORRECT ACC. NUMBER

PRESS SHIFT+F4 TO SELECT THAT ACCOUNT AND YOU WILL GET THE ACCOUNT NUMBER

(CTRL+D FOR FAST DOWN, CTRL+U FOR FAST UP)

TO VIEW SPECIFIC DETAILS OF ANY ENTRY :

GET YOUR CURSOR ON THAT SPECIFIC ENTRY - CTRL+E

PRESS UP OR DOWN TO VIEW ITS ADJUSTING ENTRIES DETAILS

TO EXIT FROM THAT ENTRY F3 WONT WORK :

TYPE Q (QUIT) IN SPACE - F4 -F3

AND YOU WILL GET BACK TO THE SAME LEDGER ENTRY WHERE YOU HAD STAR

BY DILENDRA SHAHI

THE "ACI" MENU

TYPE "ACI " IN MAIN MENU - ENTER

ACC. NO. - F4

TO SEE OVERDUE STATUS

TYPE "E" - F4

TO SEE OVERDUE TABLE

TYPE "E" - F4 -SHIFT+F4

(CTRL+D FOR FAST DOWN, CTRL+U FOR FAST UP)

FOR MONTHLY BALANCING

"MISREP" IN MAIN MENU - ENTER

BRREP - F4

TYPE "BAL" AND SEARCH IT WITH F2

SHIFT+F4 IF YOU SEE THE THE BALANCING OF ADVANCES

F4

TYPE THE DATE FOR THE BALANCING

(GENRALY IT IS THE LAST DAY OF THE MONTH)

F4

A SMALL BOX WILL APPEAR

F - ENTER - N - F10

F3 TILL MAIN MENU

PR - ENTER

(IF YOU ARE ABLE TO SEE THE ARROW ON "BALANCING OF ADVANCES")

CTRL+E (TWO TIME)

THE REPORT WILL BE GENRATED TO FINACLE REPORTS FOLDER AND YOUU CAN FIND A SHORTCUT OF IT ON DESKTOP

DON'T FORGET TO NOTE THE REPORT NO. APPEARING ON THE FINACLE RIGHT AT THE BOTTOM

OR, OPEN THE FINACLE REPORT'S FOLDER - RIGHT CLIC MOUSE - SORTBY - DATE OR AN TIME FACTOR

THE UPPER MOST WILL BE YOUR REPORT

FOR REPORT OF TRXN OF 10 LAC AND ABOVE

"MISREP" IN MAIN MENU - ENTER

BRREP - F4

SEARCH WITH F2

SHIFT+F4 IF YOU SEE THE THE BALANCING OF ADVANCES

F4

TYPE THE OPENING AND CLOSING DATE FOR THE REPORT

(GENRALY IT IS THE FIRST AND LAST DAY OF THE MONTH)

F4

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A SMALL BOX WILL APPEAR

F - ENTER - N - F10

F3 TILL MAIN MENU

PR - ENTER

(IF YOU ARE ABLE TO SEE THE ARROW ON "REPORT OF TRXN.....")

CTRL+E (TWO TIME)

THE REPORT WILL BE GENRATED TO FINACLE REPORTS FOLDER AND YOUU CAN FIND A SHORTCUT OF IT ON DESKTOP

DON'T FORGET TO NOTE THE REPORT NO. APPEARING ON THE FINACLE RIGHT AT THE BOTTOM

OR, OPEN THE FINACLE REPORT'S FOLDER - RIGHT CLIC MOUSE - SORTBY - DATE OR AN TIME FACTOR

THE UPPER MOST WILL BE YOUR REPORT

FOR NEWLY OPENED SB ACCOUNTS DURING THE MONTH :

ACS-- ONLY TO VIEW THE SELECTED ACCOUNTS LIKE SB, CC, DD, TL.

ACSP IN MAIN MENU

ENTER

F4

12010 IN GL SUBHEAD CODE

SEE AT THE RIGHT SIDE THER ARE TWO COLUMNS FOR OPENING START AND END TYPE THE OPENING AND CLOSING DATE FOR THE REPORT

(GENRALY IT IS THE FIRST AND LAST DAY OF THE MONTH)

F4

A SMALL BOX WILL APPEAR

F - ENTER - N - F10

F3 TILL MAIN MENU

PR - ENTER

(IF YOU ARE ABLE TO SEE THE ARROW ON "REPORT OF TRXN.....")

CTRL+E (TWO TIME)

THE REPORT WILL BE GENRATED TO FINACLE REPORTS FOLDER AND YOUU CAN FIND A SHORTCUT OF IT ON DESKTOP

DON'T FORGET TO NOTE THE REPORT NO. APPEARING ON THE FINACLE RIGHT AT THE BOTTOM

OR, OPEN THE FINACLE REPORT'S FOLDER - RIGHT CLIC MOUSE - SORTBY - DATE OR AN TIME FACTOR

THE UPPER MOST WILL BE YOUR REPORT

Account selection print (this menu may be used for various critaria - viz. account opened between two dates and for a particular type of scheme (use F6 and put scheme type (CAA, CCA, SBA, TDA etc) in scheme type field.

BY DILENDRA SHAHI

FOR LIST OF ALL OVERDUE ACCOUNTS

"CLAGI" IN MAIN MENU

F4

TYPE THE DATE FOR THE REPORT

(GENRALY IT IS THE LAST DAY OF THE MONTH)

F4

A SMALL BOX WILL APPEAR

F - ENTER - N - F10

F3 TILL MAIN MENU

PR - ENTER

(IF YOU ARE ABLE TO SEE THE ARROW ON "REPORT OF OVD.. SOMETHING.")

CTRL+E (TWO TIME)

THE REPORT WILL BE GENRATED TO FINACLE REPORTS FOLDER AND YOUU CAN FIND A SHORTCUT OF IT ON DESKTOP

DON'T FORGET TO NOTE THE REPORT NO. APPEARING ON THE FINACLE RIGHT AT THE BOTTOM

OR, OPEN THE FINACLE REPORT'S FOLDER - RIGHT CLIC MOUSE - SORTBY - DATE OR AN TIME FACTOR

THE UPPER MOST WILL BE YOUR REPORT

YOU HAVE TO CONVERT IT IN EXCEL FILE TO PREVAIL IT

FOR THAT OPEN THAT FILE

CTRL+A

CTRL+C

THEN OPEN A NEW EXCEL FILE

GET TO THE FIRST CELL OF THE SHEET

CTRL+V

THE WHOLE REPORT WILL BE THERE BUT WORDS WILL BE SUFFELED

SELLECT THE COLUMN "A" WHOLE

SELECT "DATA" IN THE OPTION MENU

THEN "TEXT TO COLUMNS" IN "DATA TOOLS" BAARS

A SMALL WINDOW WILL APPEAR

ALT+D

ENTER

ALT+O

SHIFT+(THE BOTON RIGHT ABOVE THE "ENTER" BOTON) WHICH WILL MAKE THE SIGN OI

ENTER

ENTER

THE TABLE WILL BE NOW WELL ARRANGED

ADJUST THE COLLUMNS AS PER YOUR CONVINENCE

BY DILENDRA SHAHI

FOR VARIOUS OTHER REPORTS

"MISREP" IN MAIN MENU - ENTER

BRREP - F4

F2

AND NOW YOU CAN EXPLORE THE DIFFERENT REPORT FOR YOUR CONCERN AS PER YOUR PURPOSE

FOR PROSECUTING FEE :

ACLI IN MAIN MENU

ENTER

TYPE COMM

F2

SEARCH FOR "COMM PROCESS..... SOMETHING LIKE THAT"

SHIFT+F4

TYPE THE OPENING AND CLOSING DATE FOR THE REPORT

(GENERALLY IT IS THE FIRST AND LAST DAY OF THE MONTH)

TO VIEW STOCK STATEMENTS STATUS

SRM IN MAIN MENU

(YOU MAY BE ASKED FOR ENQUIRY TYPE)

PRESS "A" FOR IT, FURTHER YOU MUST BE FAMILIAR WITH FINACLE NOW.

INQUIRY ABOUT ACCOUNT BASED ON CHEQUE NO.

INQACHQ IN THE MAIN MENU

Consolidated position of EAS/ SMA ACs

START FROM THE MAIN MENU

MISREP -ENTER

CREDIT - F4

CPSMA F4

LIST of Unsecured ADVs

START FROM THE MAIN MENU

MISREP -ENTER

CREDIT - F4

CRE040 F4

Limitation expiry report

START FROM THE MAIN MENU

MISREP -ENTER

BRREP

CC OD BALANCING

HERE YOU CAN SEE LIMIT SANCTION DATE & EXPIRY DATE.

BY DILENDRA SHAHI

Limit History Report

START FROM THE MAIN MENU
MISREP -ENTER
CREDIT - F4
LIMITHISTORY F4

Unsecured Guarantee and Advances Report

START FROM THE MAIN MENU
MISREP -ENTER
BRREP - F4
UNSECG F4

AC declared NPA within 12 months of sanction (Quick Mortality)

START FROM THE MAIN MENU
MISREP -ENTER
BRREP - F4
NPAINY F4

Schedule 2 report

START FROM THE MAIN MENU
MISREP -ENTER
BRREP - F4
SCH2 F4

GL & AC Balance Report

START FROM THE MAIN MENU
MISREP -ENTER
BRREP - F4
GLSUMM -F4

Summary of Balances

START FROM THE MAIN MENU
MISREP -ENTER
BRREP - F4
BLTALY F4

GL Balances

START FROM THE MAIN MENU
MISREP -ENTER
BRREP - F4
GLCONREP f4

Outstanding Sundry Entries Report

START FROM THE MAIN MENU
MISREP -ENTER
BRREP - F4
SUNDRY f4

Outstanding Suspense Entries Report

START FROM THE MAIN MENU
MISREP -ENTER
BRREP - F4
SUSPENSE F4

Outstanding Suspense Remittance Report

START FROM THE MAIN MENU
MISREP -ENTER
BRREP - F4
SUSPREMIT F4

SMA account list

START FROM THE MAIN MENU
MISREP -ENTER
BRREP - F4
SMAREP F4
OR
GENERATE IT FROM CRISMAC.

Report regarding Deposits, Advances & NPAs

START FROM THE MAIN MENU
MISREP -ENTER
BRREP - F4
DOADO F4
OR
GENERATE IT FROM CRISMAC.

Average Balance Report

START FROM THE MAIN MENU
MISREP -ENTER
BRREP - F4
AVERAGE F4

Debit Credit summation including cash withdrawal frm ATM

START FROM THE MAIN MENU
MISREP -ENTER
BRREP - F4

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DRCRSUM F4

Summary of all Sundry Scheme Type Account in a report

START FROM THE MAIN MENU

MISREP -ENTER

BRREP - F4

SUNDRYREP F4

Account Turnover (Schedule - II)

START FROM THE MAIN MENU

MISREP -ENTER

IMPLREP- F4

ATOR F4

CC / OD Accounts with CR Balance

START FROM THE MAIN MENU

MISREP -ENTER

IMPLREP- F4

CRCCOD

Loan Account Disbursed Report

START FROM THE MAIN MENU

MISREP -ENTER

IMPLREP- F4

LOANDISB F4

Report on TD Account with Differential Rate of Interest

START FROM THE MAIN MENU

MISREP -ENTER

CMD - F4

DPPREF F4

Every Friday Position of Dev. Adt. Etc. (Friday to Friday comparison)

START FROM THE MAIN MENU

MISREP -ENTER

CMD - F4

AIPIRCDT f4

FOR PROBABLE NPA

START FROM THE MAIN MENU

RECREP ON MAIN MENU THEN PRESS ENTER

FOLLOW THE REPORT GENERATION PROCEDURE

BY DILENDRA SHAHI

in MAIN MENU -

CLL - Look up for Security in an account (all securities attached with particular account may be inquired viz. stock statement, book debt etc.)

LCDMR - Cheque dicounted between two dates report

TODRP - TOD Register Print

GI - Guarantee Enquiry with different criteria

BI - Inquiry on Bills on different parameters

INTREP - Report on Rate of Interest

**BY DILENDRA SHAHI
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SOME IMPORTANT MENUS - FINACLE

1. ACS / ACSP - Account Selection / Account Selection Print
2. CUS - Customer Selection
3. LAAPSP - Term Loan Account Statement Print
4. FFDSP - FFD Statement Print
5. ACTODM/ACTODMAU - Temporary overdraft
6. INTCHG / INTCHGAU - To updated ROI for Varishtha Samman Scheme
7. MOBNKRQ - Mobile Banking Issue
8. ACXFRSOL - AC transfer between SOL/BO
9. ACXFRSC - AC transfer between Scheme (Same GL)
10. INQACHQ - Inquiry of AC based on Chq No.

From DR Site -

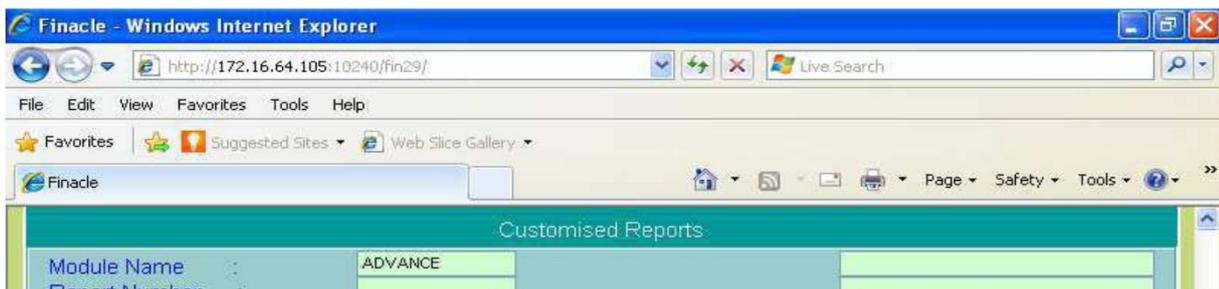
A. MISREP -CREDIT -

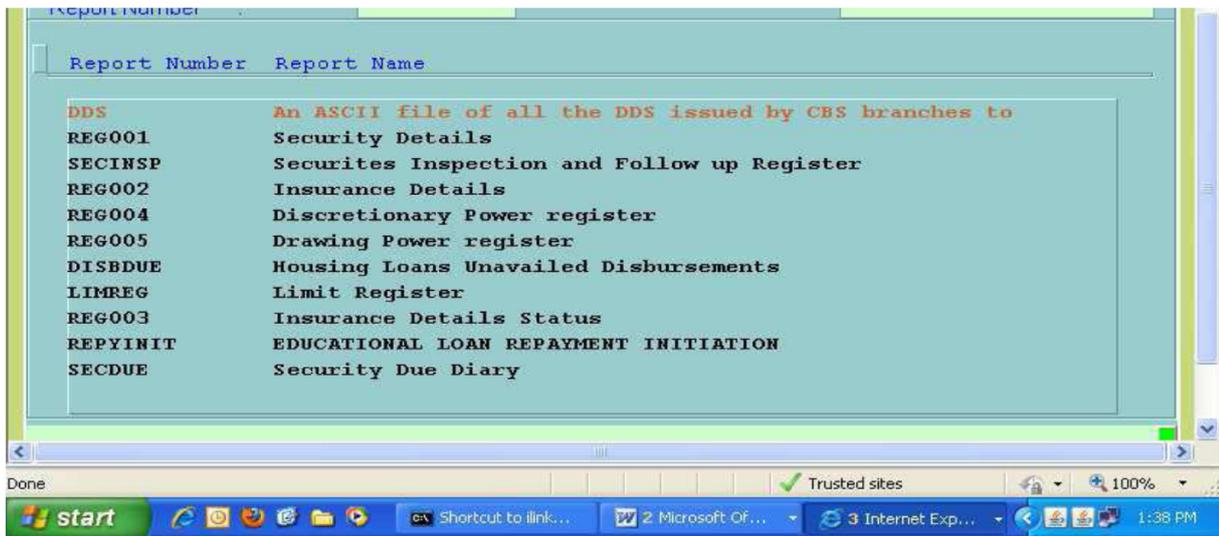
1. CPSMA - Consolidated position of EAS/ SMA ACs
2. UACCTL - Un availed Limits (CC & TL)
3. CRE040 - LIST of Unsecured ADVs
4. ADV2BD - Advances to Builders Developers
5. LIMITATION - Limitation expiry report
6. LIMITHISTORY - Limit History Report

B. MISREP - BRREP -

1. UNSECG - Unsecured Guarantee and Advances Report
2. NPAINY - AC declared NPA within 12 months of sanction (Quick Mortality)
3. ACOTR - ACCOUNT OPENED / TRANSFERRED DURING A PERIOD (SCHEMEWISE)
4. ACSP - Account selection print (this menu may be used for various criteria - viz. account opened between two dates and for a particular type of scheme (use F6 and put scheme type (CAA, CCA, SBA, TDA etc) in scheme type field.
5. LNSOLVAL - SOL Evolution (for Loans & Advances)
6. SCH2 - Schedule 2 report
7. GLSUMM - GL & AC Balance Report
8. BLTALY - Summary of Balances
9. CASWTXN - Cash Txn above 10 LAC

10. GLCONREP - GL Balances
 11. CONDDPO - Consolidated report for outstanding DDS+POs
 12. SUNDRY - Outstanding Sundry Entries Report
 13. SUSPENSE - Outstanding Suspense Entries Report
 14. SUSPREMIT - Outstanding Suspense Remittance Report
 15. SMAREP - SMA account list
 16. DOADO - Report regarding Deposits, Advances & NPAs
 17. ACOPNREG - Account opened/ closed / total in a period for a scheme type (SBA,CCA, CAA, TDA, LAA etc.)
 18. ABBDIS - ABB charges discount allowed report
 19. AVERAGE - Average Balance Report
 20. GLFTR - Datewise FTR Report
 21. USEDINVENT - Used Inventory Report
 22. DRCSRUM -Debit Credit summation including cash withdrawal frm ATM
 23. SUNDRYREP - Summary of all Sundry Scheme Type Account in a report
- OBC OFFICERS'S WELFARE FUND,CENTRAL ZONE COMMITTEE -AIOBOA BHOPAL
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- C .MISREP - IMPLREP -
1. OVDCCOD -
 2. ATOR - Account Turnover (Schedule - II)
 3. CRCCOD - CC / OD Accounts with CR Balance
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- D. MISREP -CMD -
1. DPPREF -Report on TD Account with Differential Rate of Interest
 2. AIPIRCDT - Every Friday Position of Dev. Adt. Etc. (Friday to Friday comparison)
 3. PODA - Position of Dev and ADV
- E. INT-RET (MAIN MENUE)





E. MAIN MENU -

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