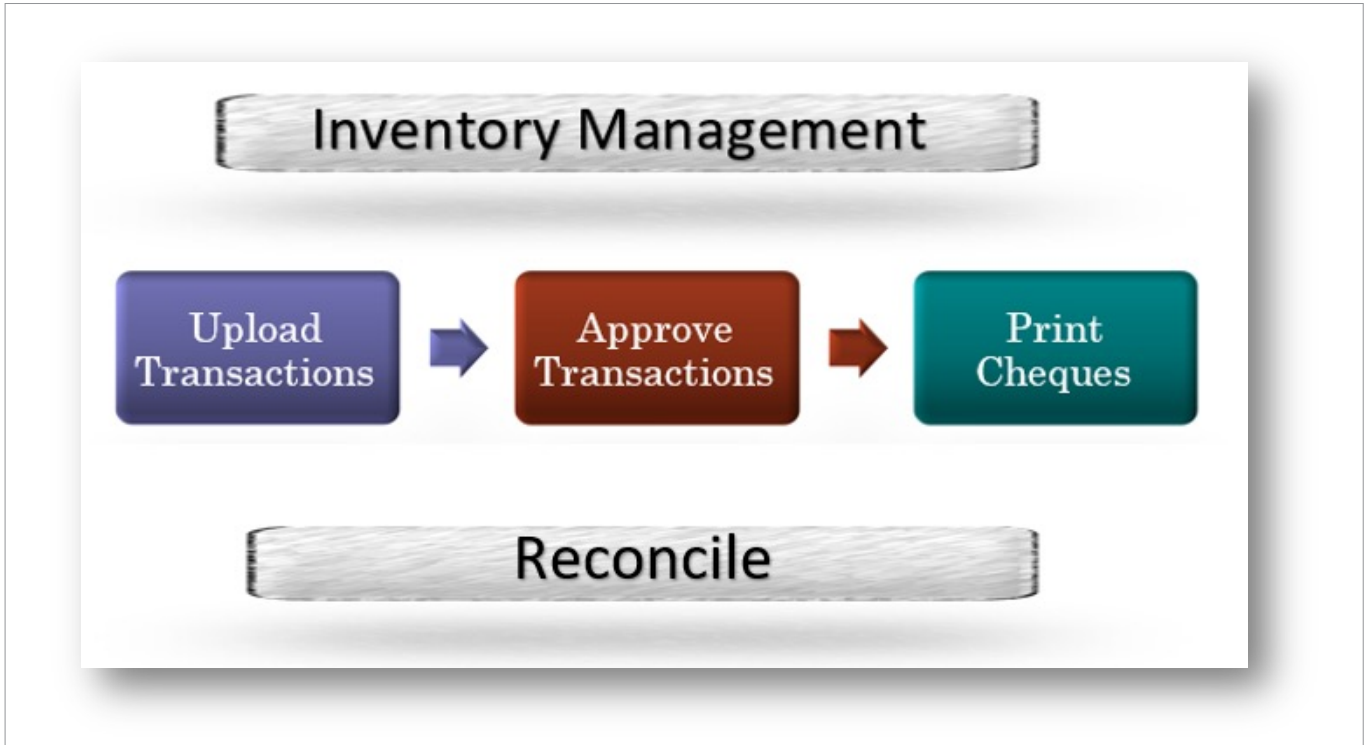


**ProCash  
Own Cheque  
Inventory  
Management,  
Printing &  
Reconciliation**

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## 1. Own Cheque Inventory Management, Printing & Reconciliation:



ADCB ProCash will facilitate your cheque payments faster than ever.

- Sign your cheques digitally
- Reconcile your cheques automatically
- Generate reports on printed cheques
- Easy steps to initiate, approve, and print cheques
- Approval matrix can be setup based on your requirements
- Reprinting option available in case of technical issues

### 1.1 Steps for how to print the cheque:

#### Inventory Management

- Log in to ProCash.
- Click on “Payments” on the left side menu bar.
- Click on “Initiate” inventory under inventory management (image 1).
- You will be navigated to the below screen wherein the inventory has been already assigned for you to further allocate (image 2).

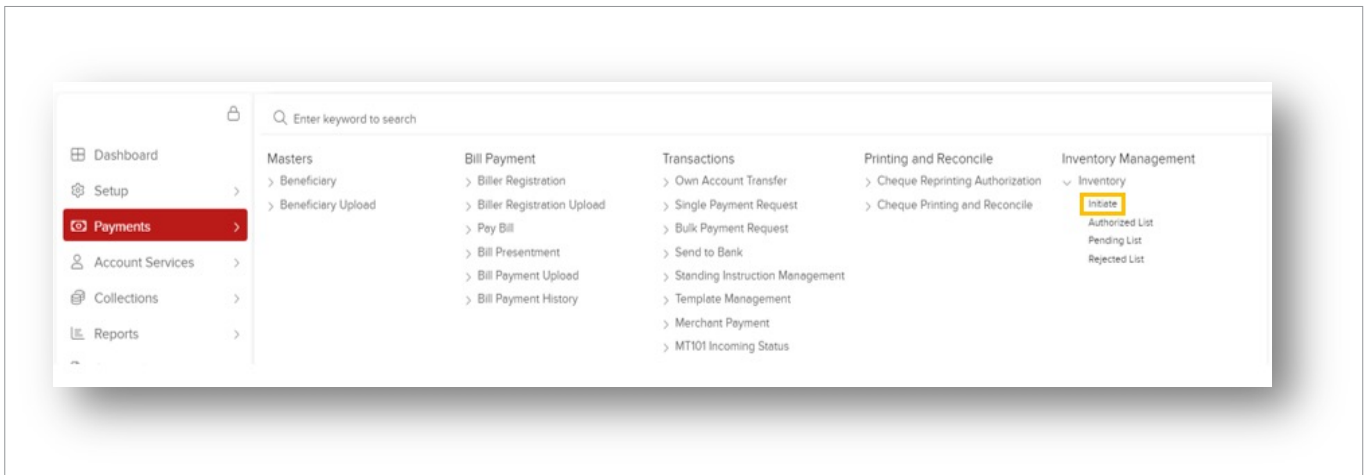


Image 1 – Own Cheque Printing and Reconciliation | Initiate option

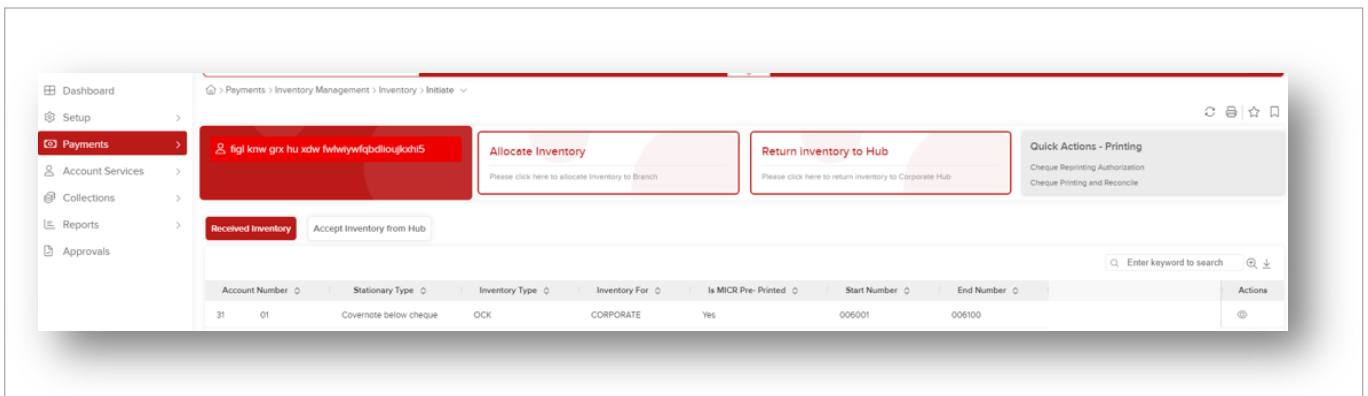


Image 2 – Own Cheque Printing and Reconciliation | Inventory Page

- Click on “Allocate Inventory” card on the screen as highlighted below (image 3).
- You will be navigated to “Pending for Allocation” screen, where you can allocate inventories to yourself or to any of your branches.

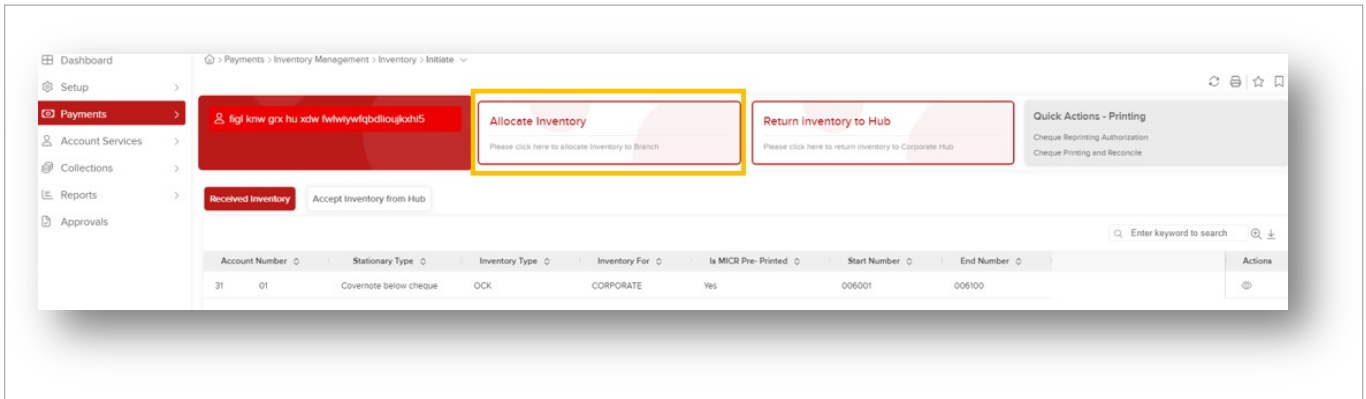


Image 3 – Own Cheque Printing and Reconciliation | Allocate Inventory

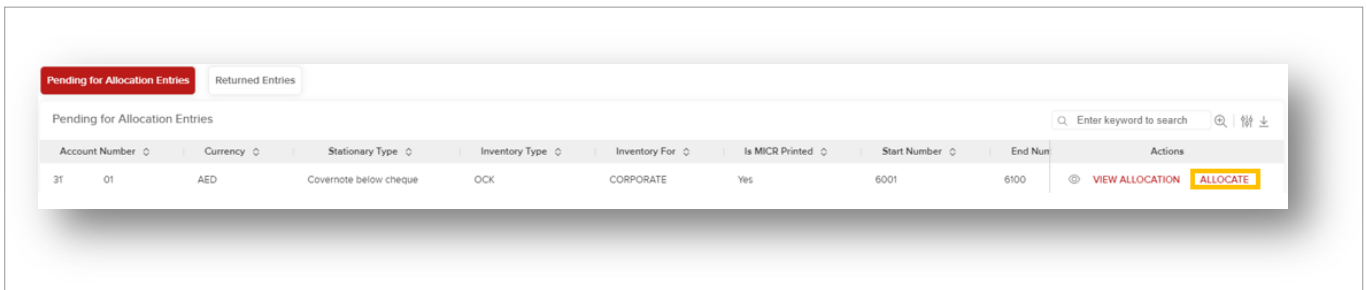


Image 4 – Own Cheque Printing and Reconciliation | Action column

- Click on the “Allocate” link as shown in the above screen (image 4).
- You will be navigated to the screen, where you need to provide inventory details as requested on the screen and allocate to yourself or to any of your branches by selecting the value under the “Branch” field (image 5).
- After selecting the respective branch, click on the “Review” button (image 6). Post-review and click on the “Submit” button (image 7).

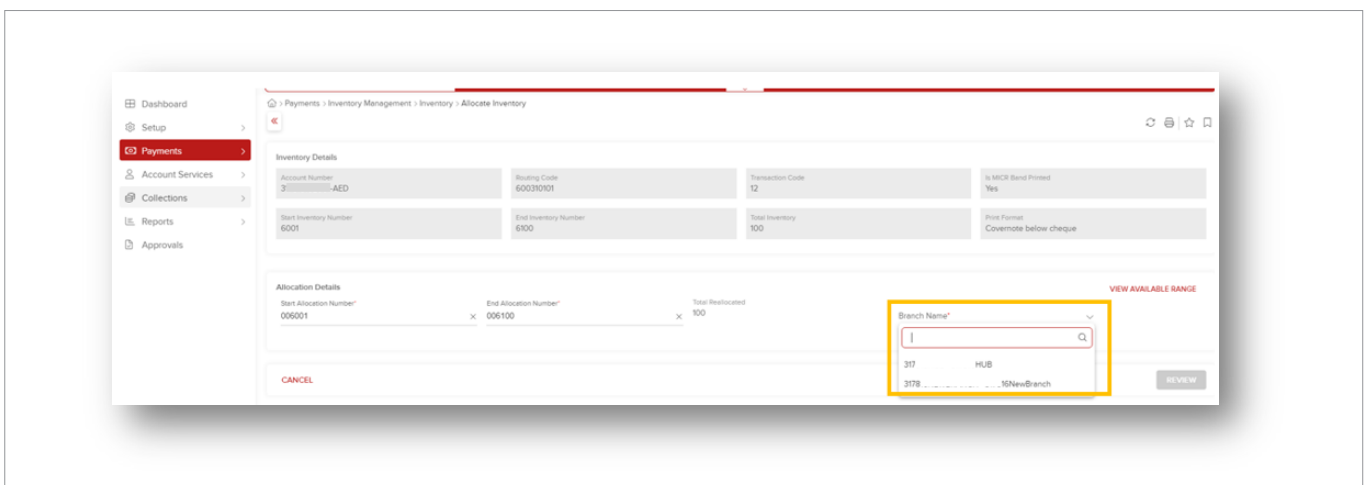


Image 5 – Own Cheque Printing and Reconciliation | Inventory Details

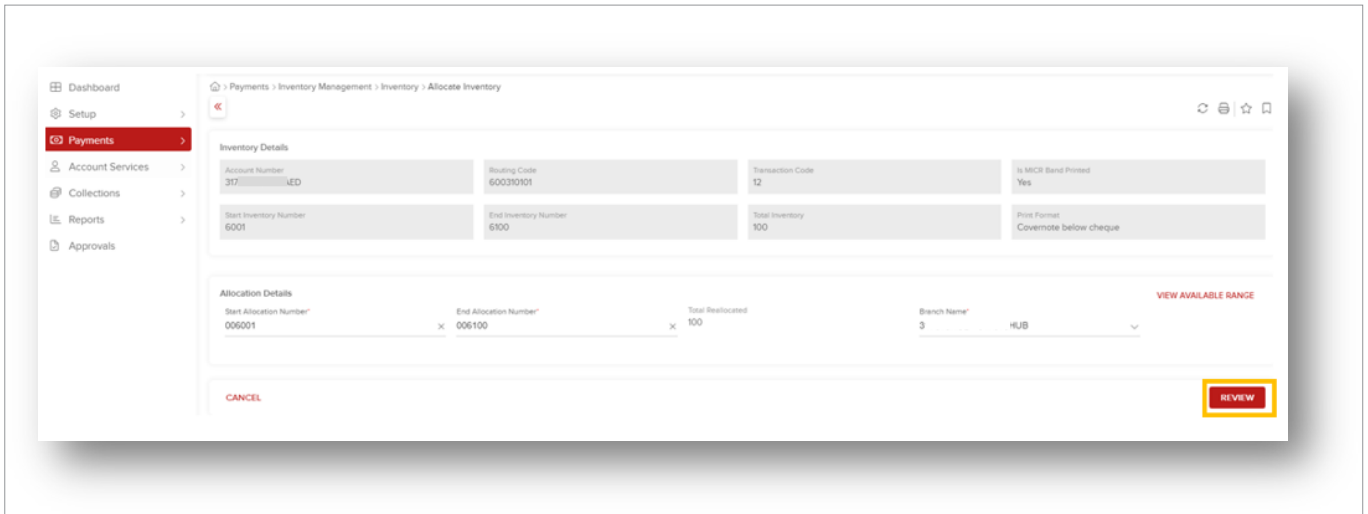


Image 6 – Own Cheque Printing and Reconciliation | Review Page

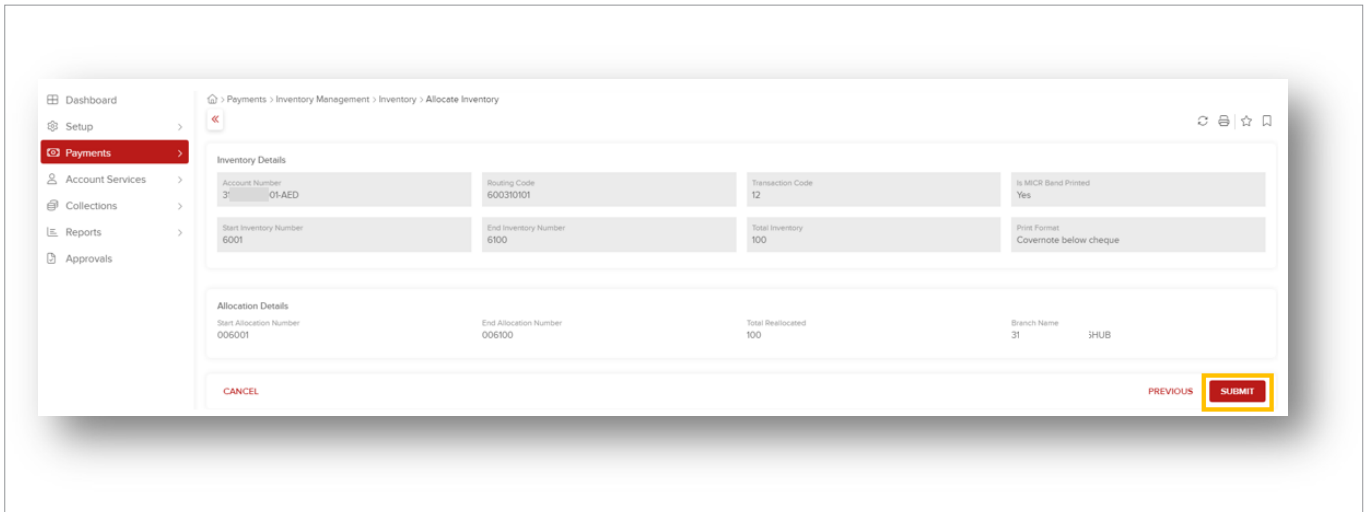


Image 7 – Own Cheque Printing and Reconciliation | Submission

- Inventory Allocation further needs to be approved by the authorizer by clicking on the “☒” icon as shown in below screenshot.

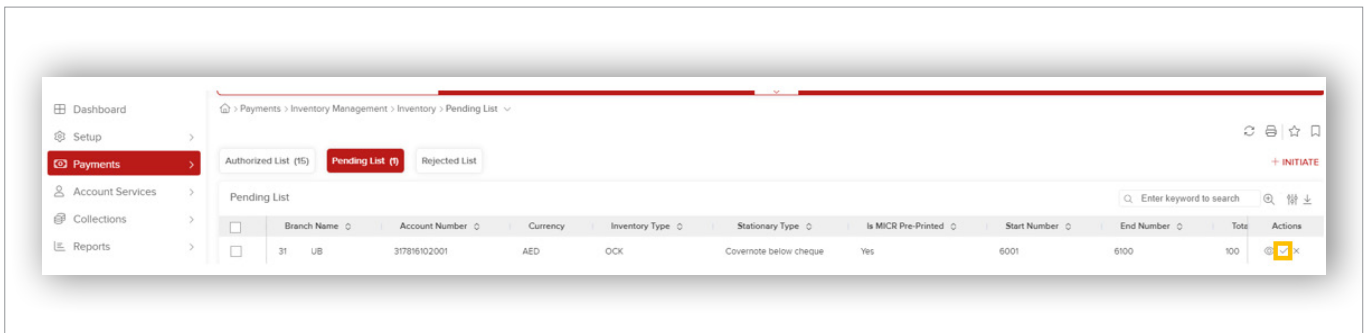


Image 8 – Own Cheque Printing and Reconciliation | Action column - Approval

## 1.2 Payment Upload

- Navigate to bulk payment module.
- Upload a payment file with the details.
- Authorize the file.
- Post the respective transactions in the file are authorized by the authorizer, the status of the authorized transactions changes to Printing. (Note: In case send to bank is enabled, then please release the payments from send to bank screen.)
- As soon as the transaction status changes to Printing, the records will move to the printing queue under the "Cheque Printing and Reconcile" menu. You may proceed with printing by clicking on the "Initiate" link under the "Cheque Printing and Reconcile" menu as highlighted in the below screen (image 9).

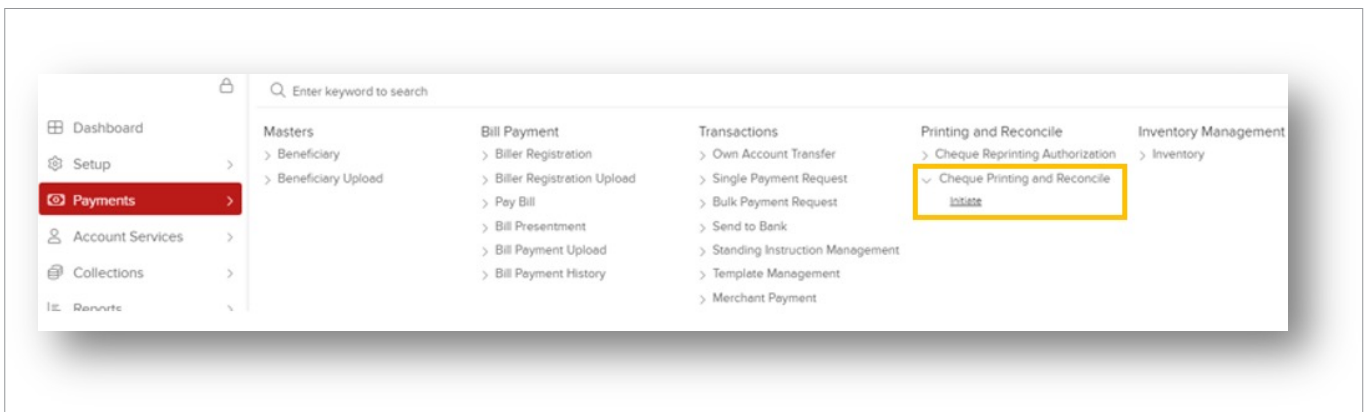


Image 9 – Own Cheque Printing and Reconciliation | Initiate Option

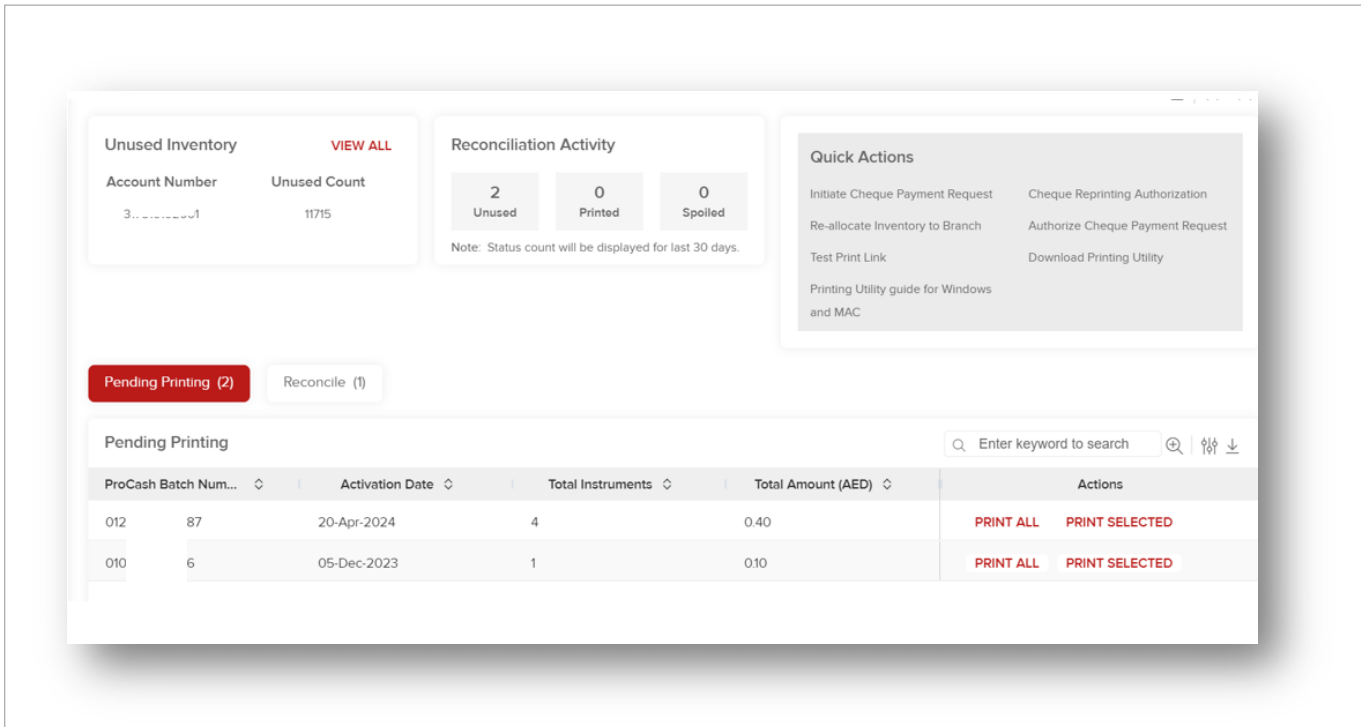


Image 10 – Own Cheque Printing and Reconciliation | Action column

- Click on PRINT SELECTED link against the respective batch to proceed with printing (image 10), and you will be navigated to the below screen, where you need to choose the beneficiary for whom the cheque is being printed (image 11).
- Provide the unused inventory number that needs to be printed. Prior to proceeding with printing, kindly ensure your machine is connected with the printer and cheque stationary is available in the printer.

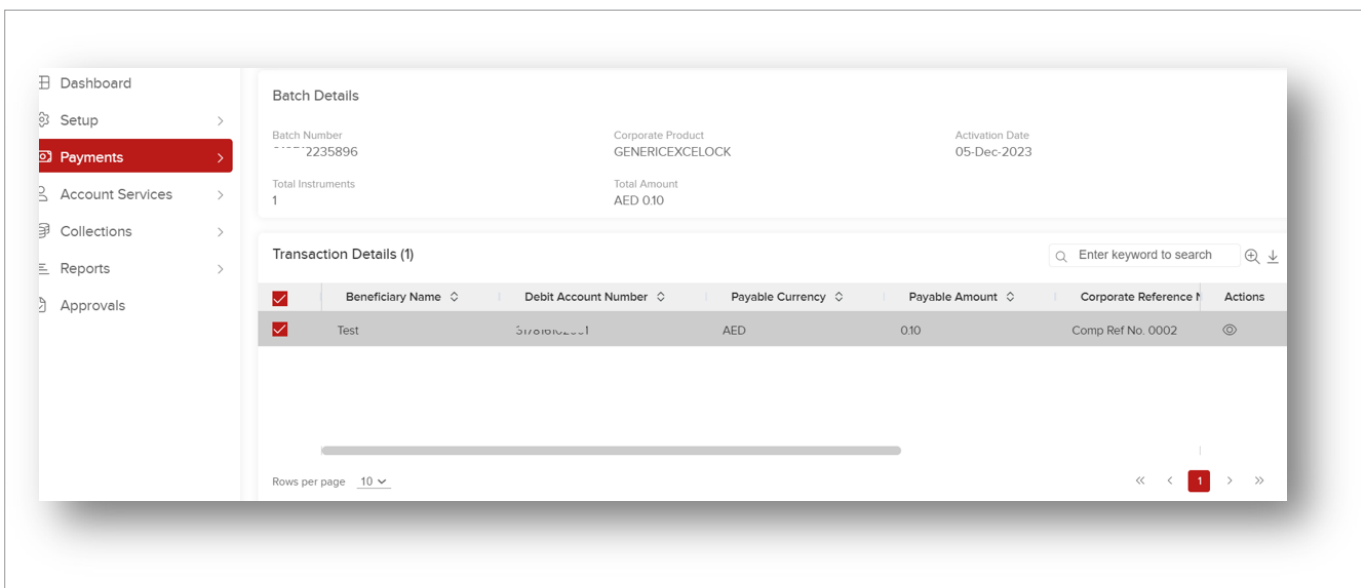


Image 11 – Own Cheque Printing and Reconciliation | Select Beneficiary

- Click on "Review" (image 12) and then "Submit" (image 13).
- Post submission, your cheque will be printed successfully (image 14).

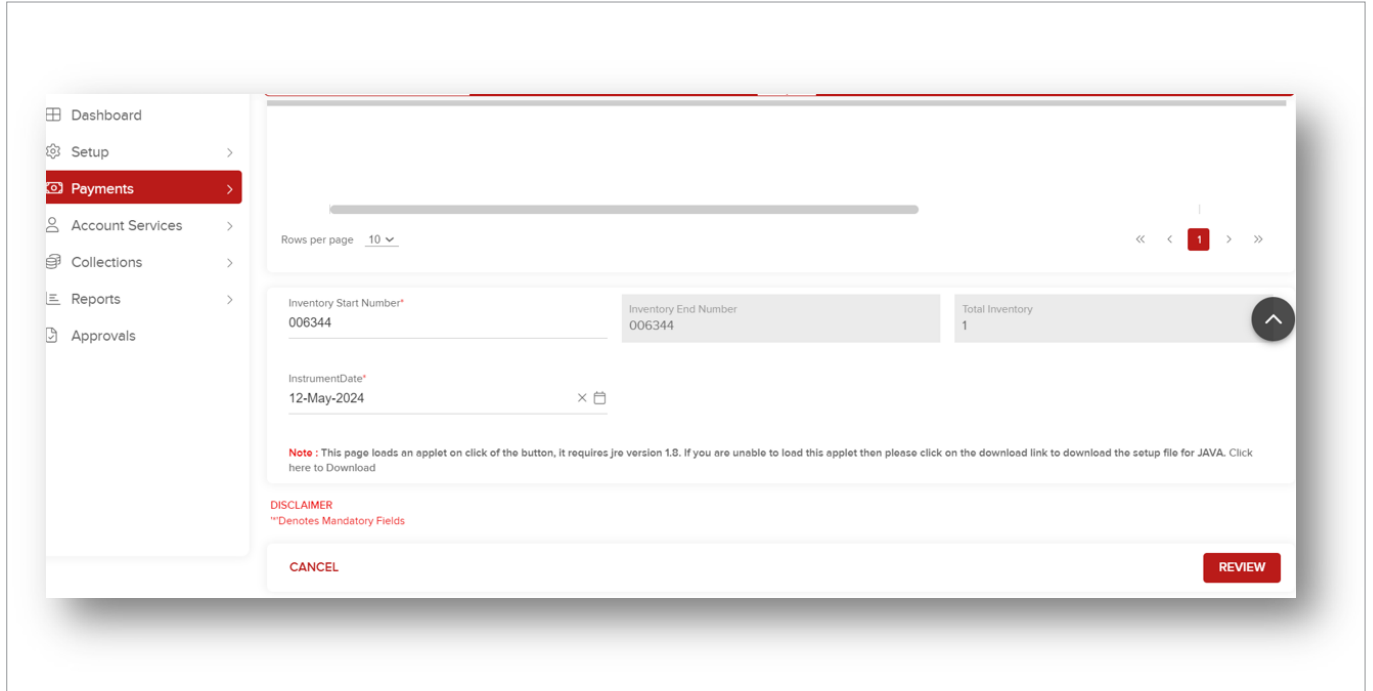


Image 12 – Own Cheque Printing and Reconciliation | Review

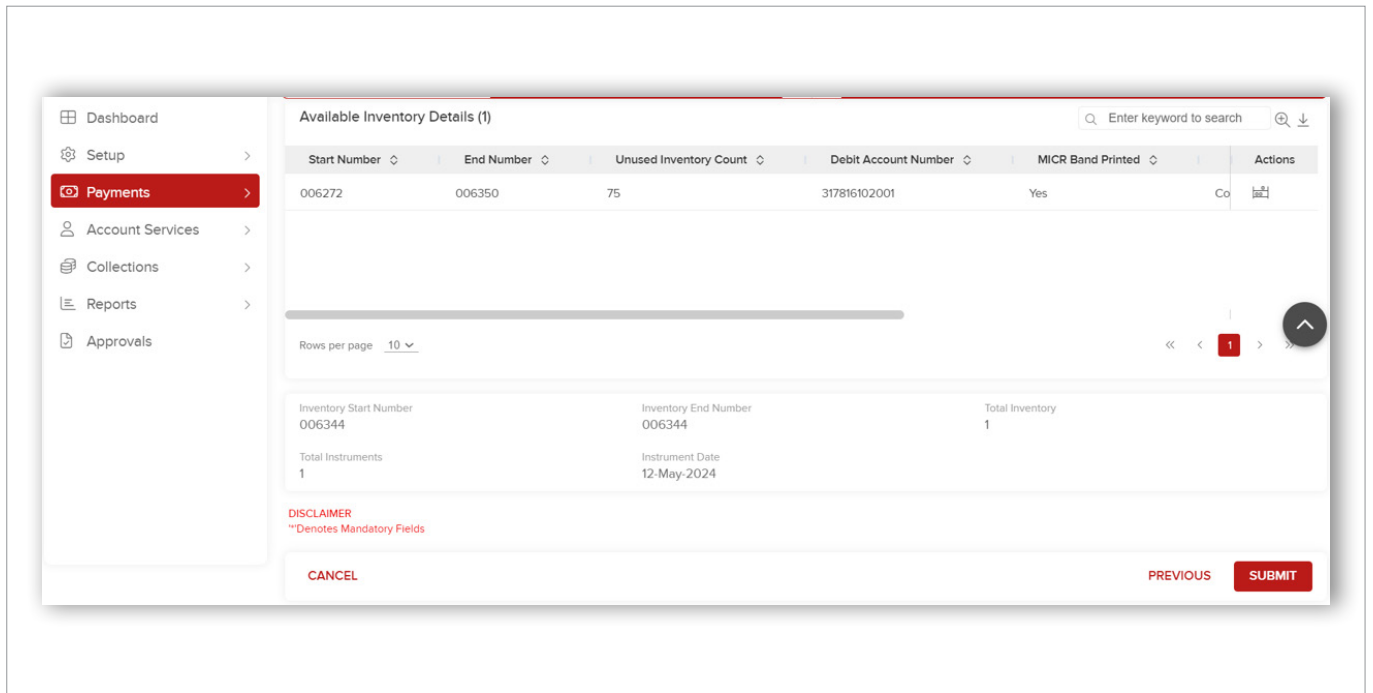


Image 13 – Own Cheque Printing and Reconciliation | Submission

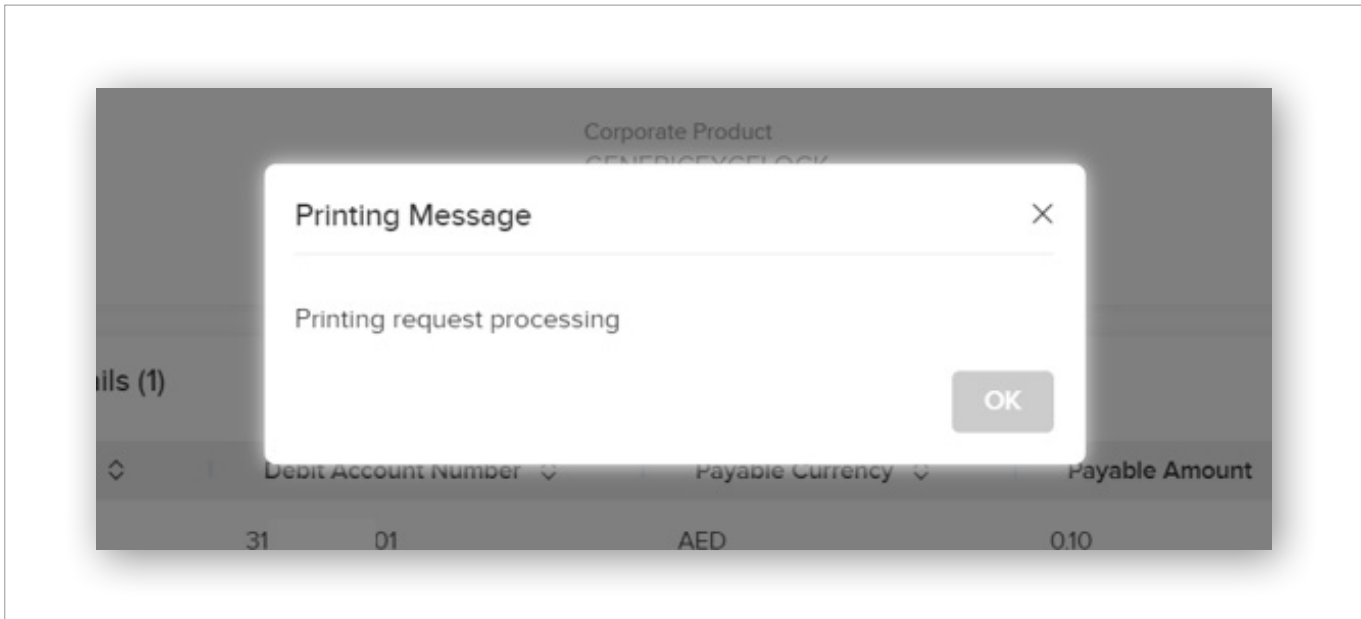


Image 14 – Own Cheque Printing and Reconciliation | Printing Message

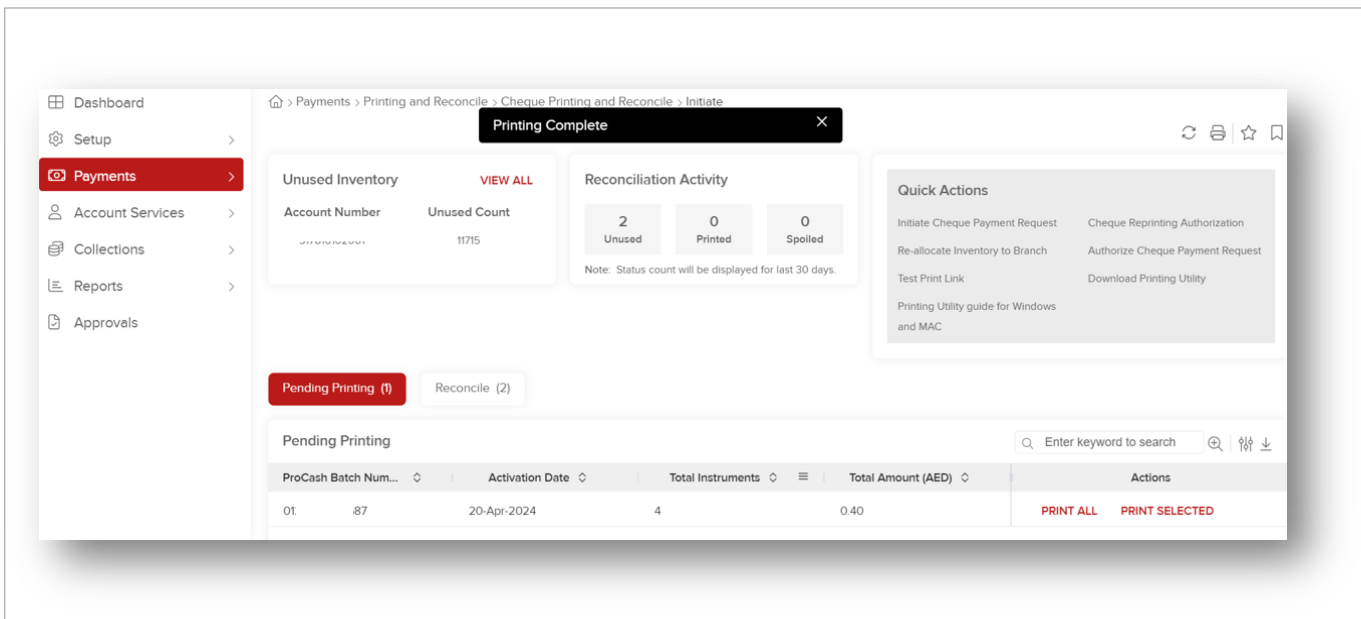


Image 15 – Own Cheque Printing and Reconciliation | Printing Complete Pop up

Cheque Reconciliation:

- Post cheque is printed successfully, you need to reconcile the same by moving to the “Reconcile” tab in the above screen (image 15).

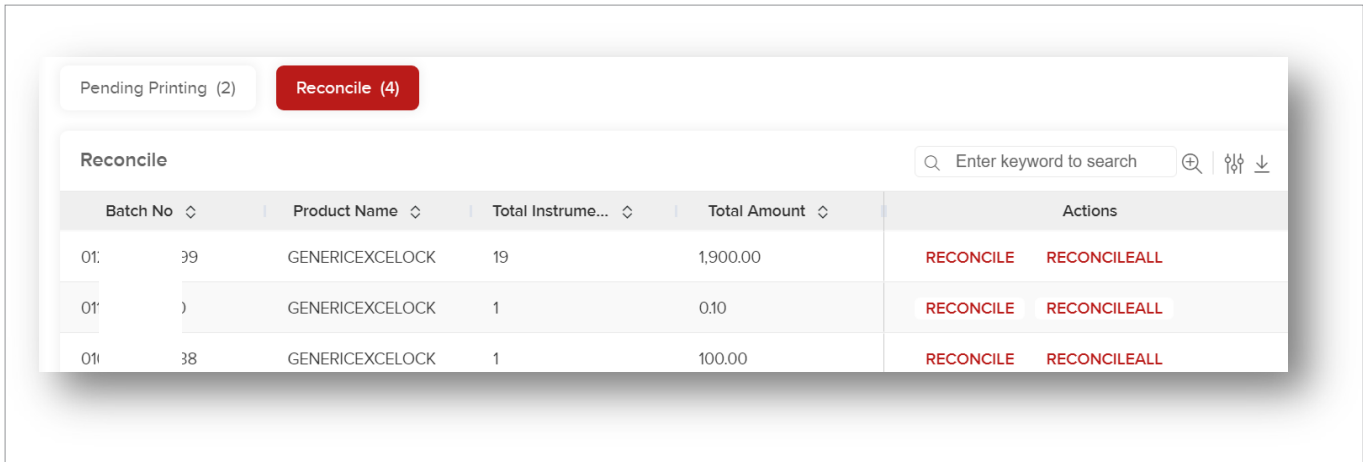


Image 16 – Own Cheque Printing and Reconciliation | Reconcile List

- Click on "Reconcile" against the respective batch. You can either reconcile the entire batch by clicking on "Reconcile All" or you can click on "Reconcile" for individual inventory reconciliation (image 16).

Note: Upon clicking reconcile all, the entire batch will be reconciled as printed successfully.

#### Reconcile All

- Upon clicking "Reconcile All", the system will prompt the below popup saying the entire batch will be reconciled as printed (image 17). Upon clicking reconcile all, the entire batch will be reconciled as "Printed" (image 18).

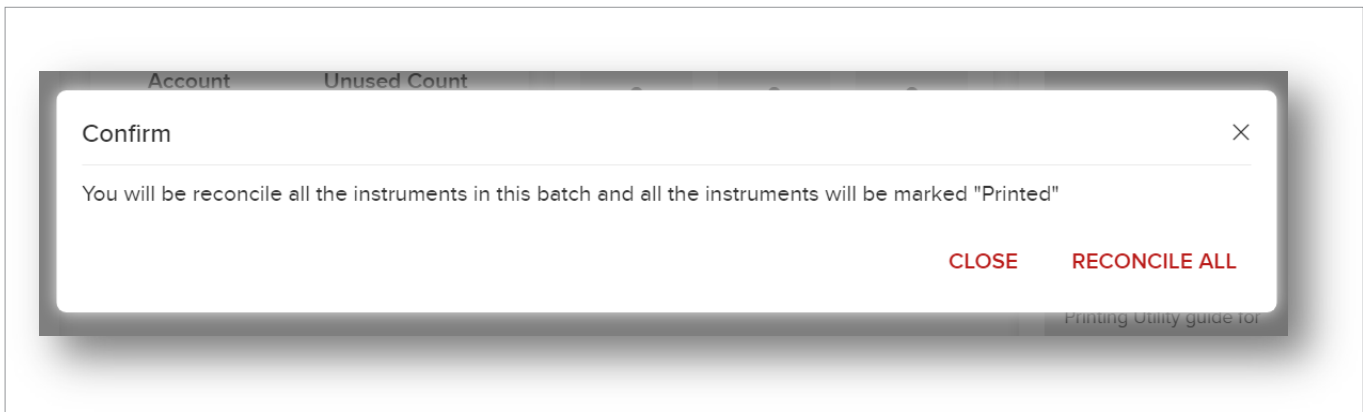


Image 17 – Own Cheque Printing and Reconciliation | Confirmation

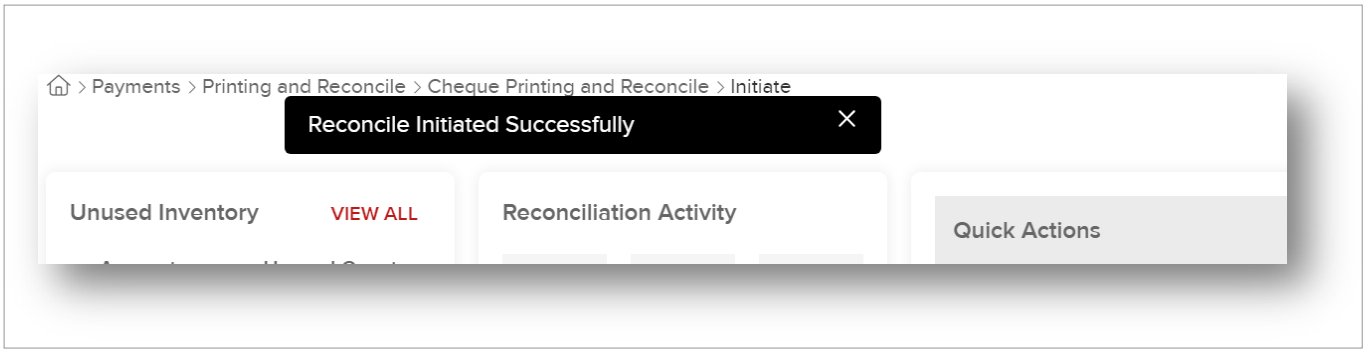


Image 18 – Own Cheque Printing and Reconciliation | Success Pop up

Reconcile (image 19)

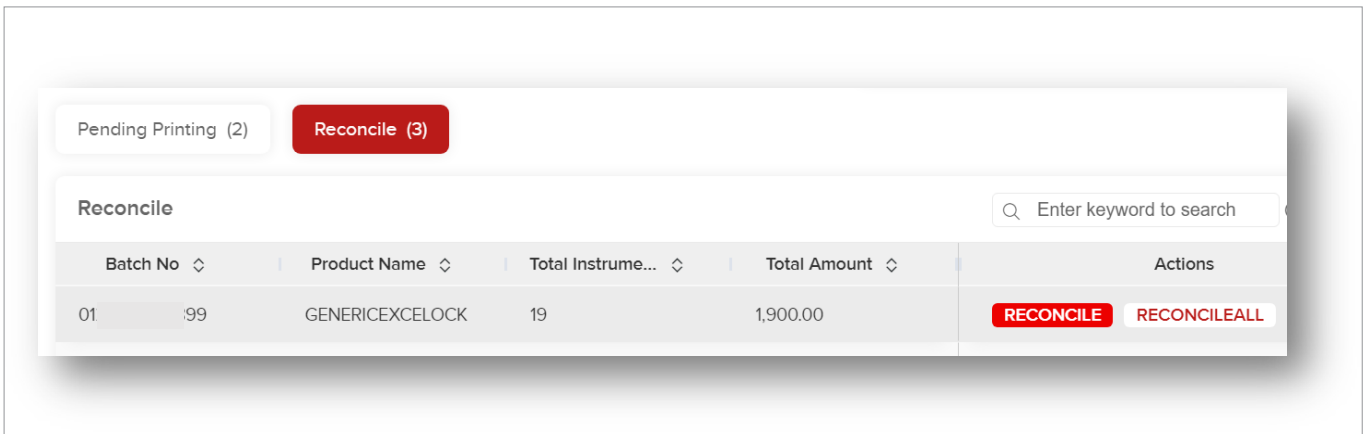


Image 19 – Own Cheque Printing and Reconciliation | Reconcile

- Upon clicking individual reconcile, the system will navigate to the screen where you need to select an individual beneficiary inventory record (image 20).

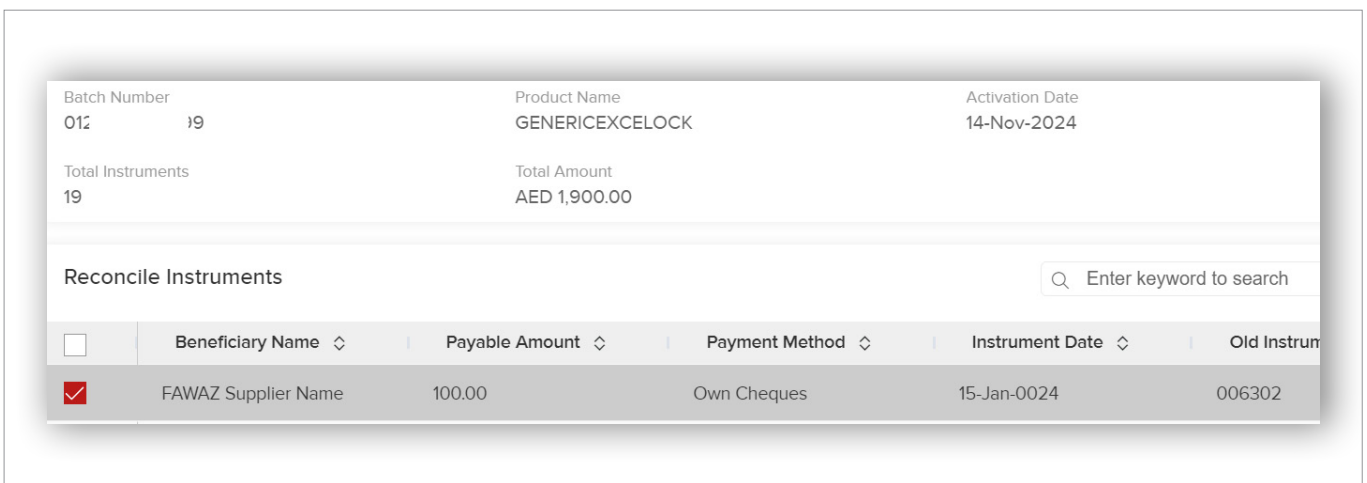


Image 20 – Own Cheque Printing and Reconciliation | Select Beneficiary

- Navigate the respective records towards right, and under the current instrument status drop-down, choose the appropriate cheque status (image 21).

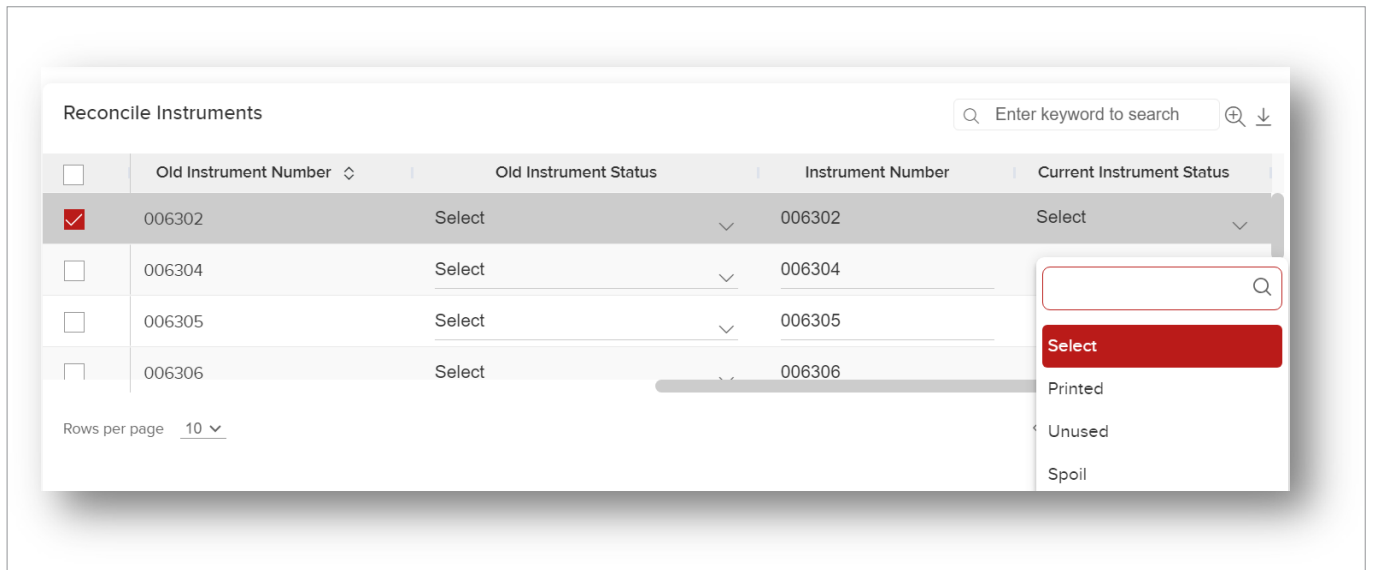


Image 21 – Own Cheque Printing and Reconciliation | Current Instrument Status

- Post choosing the status, click on review at the bottom of the screen and submit the request (images 22, 23 & 24).

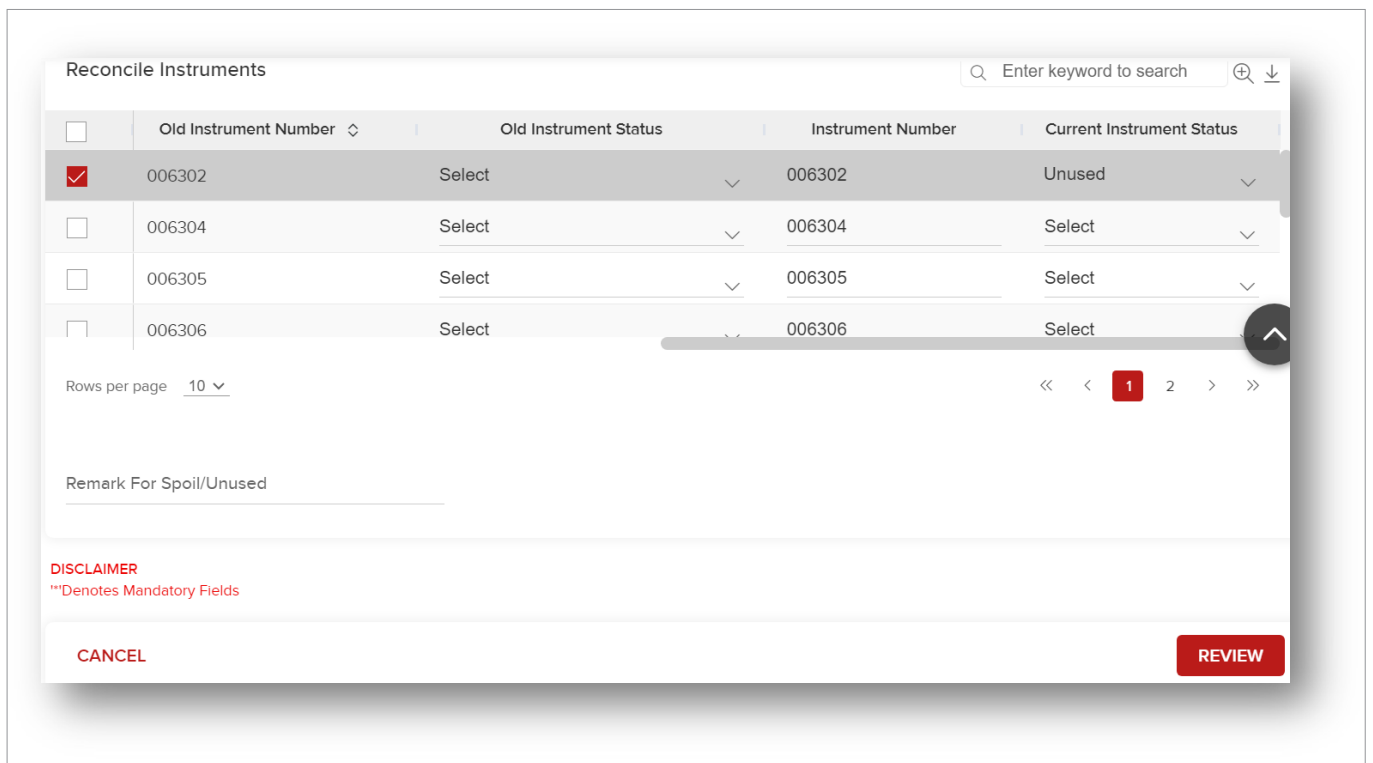


Image 22 – Own Cheque Printing and Reconciliation | Review

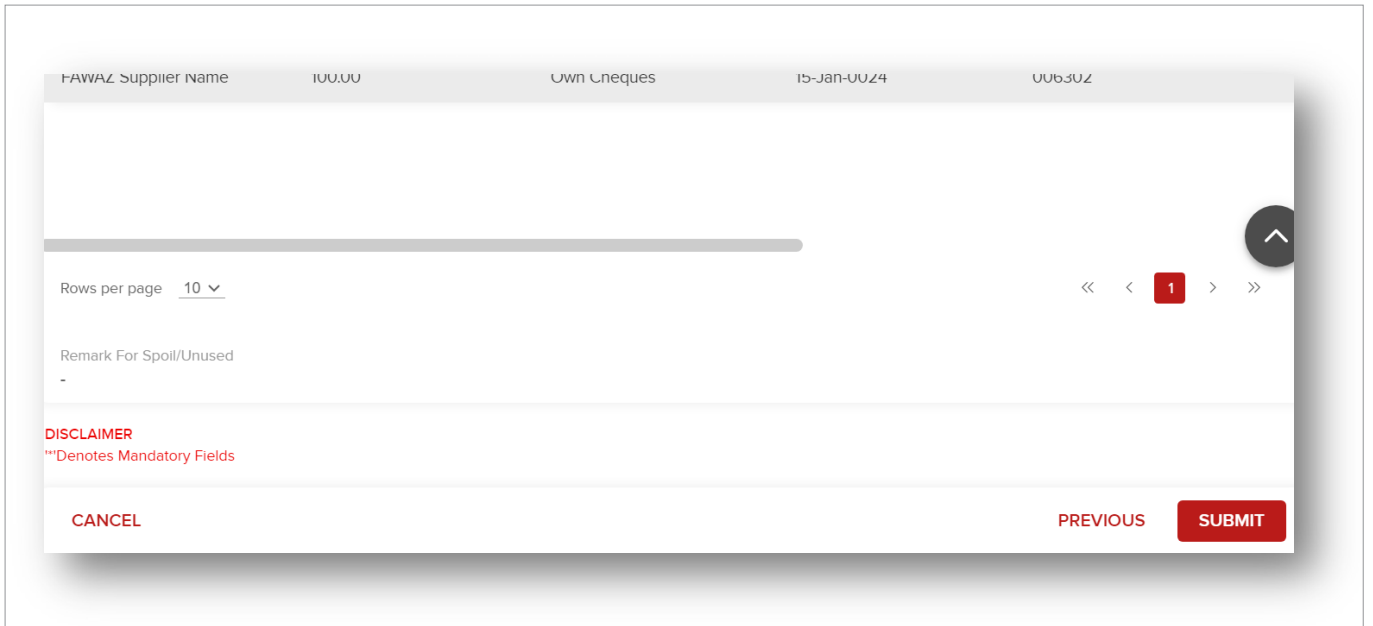


Image 23 – Own Cheque Printing and Reconciliation | Submission

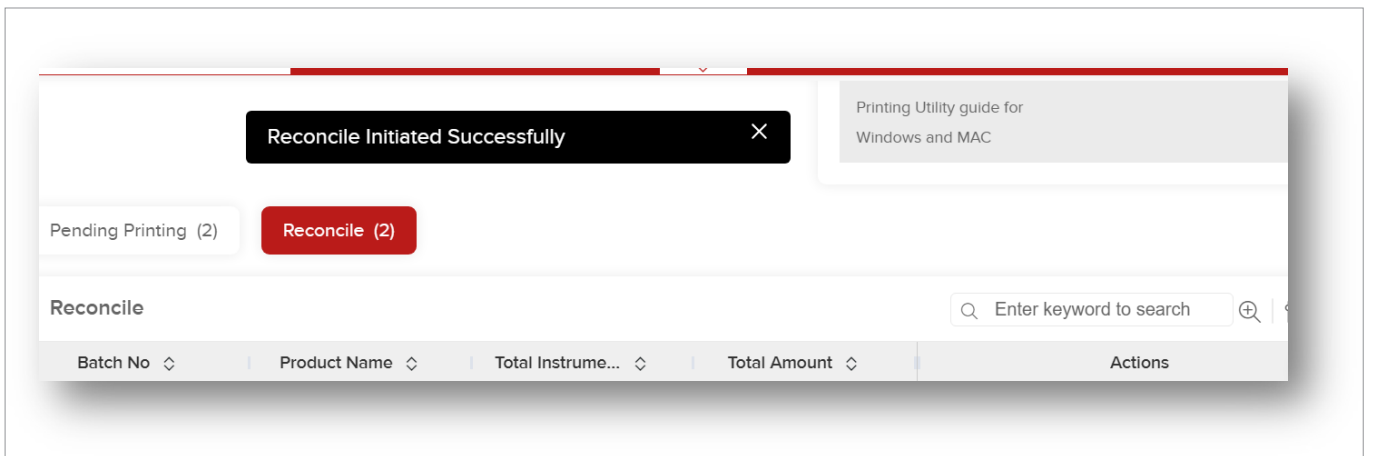


Image 24 – Own Cheque Printing and Reconciliation | Success Pop up

- These requests will further move to the reprinting list where the checker needs to approve the requests. Refer to the below screen flow (image 25).

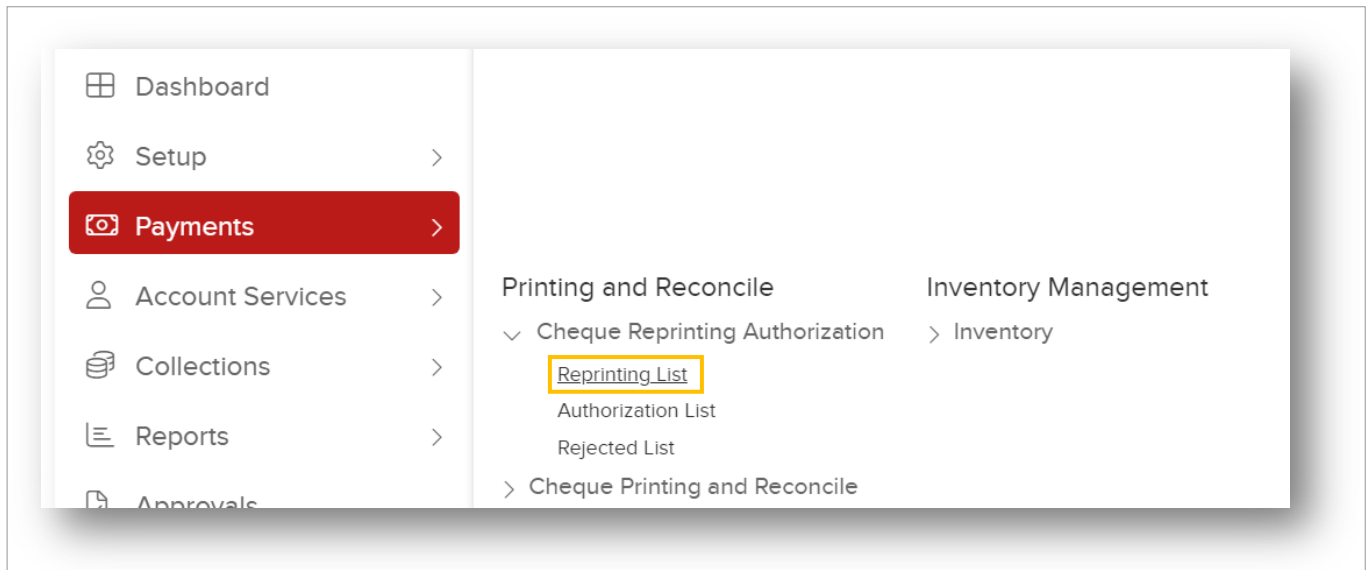


Image 25 – Own Cheque Printing and Reconciliation | Reprinting List

- Under “Payments”, navigate to “Printing and Reconcile”.
- Under the “Cheque Reprinting Authorization” menu, click on “Reprinting List”, then the system will navigate to the below screens, where the checker needs to authorize the records by clicking on ✓ (image 26).

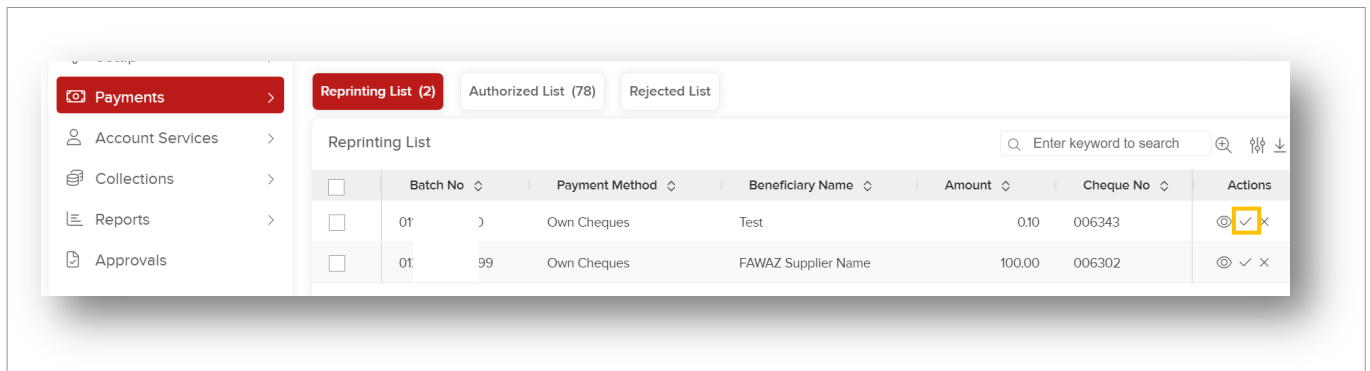


Image 26 – Own Cheque Printing and Reconciliation | Action column

- If the inventories are reconciled as “Printed”, then the same will not be available further for printing.
- If the inventories are printed as spoiled or wasted, the same will be again available for printing.

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