

Finacle – some important Function Keys

Functional Keys	Functions
F1	Field level HELP
F2	LIST the codes that may be used in a particular field.
F3	QUIT or BACK
SHIFT+F3	To completely QUIT and brings back to the main menu
F4	ACCEPT (This function key validates the values entered by the user and takes the user to the next mandatory field or next block)
F5	BACKGROUND Menu (very useful key especially when you are in the middle of a transaction and in the meantime you are required to visit some other menu)
F6	NEXT BLOCK (or swap between screens) / Next Page
F8	Copy a record
F9	Display (View) SIGNATURE
F10	COMMIT (perhaps the most important key for it updates the record in the database)
F11	NEXT FIELD (after validation of input)
F12	PREVIOUS BLOCK
TAB / Enter	Go to NEXT valid FIELD
SHIFT + TAB	Go to PREVIOUS valid FIELD
Control + DOWN Arrow	NEXT RECORD
Control + UP Arrow	PREVIOUS RECORD
Control + F9	MEMO pad look up
Control + U	PAGE UP list
Control + D	PAGE DOWN list
Control + E	EXPLODE (For further inquiring) / Drill Down
Control + F	CLEAN a field (Clear the Field Content)
Control + X	CURRENT DATE (or BOD). Also in case of an amount field it displays the highest value
Shift + F4	Select from list

Example :

One very important and useful menu which is not present in the above link is MOPTI. This menu can be used to inquire about all the menus present in Finacle.

While inquiring about a loan account in ACM/ACI menu, in option E(repayment schedule screen) press SHIFT+E to get the repayment dates of the particular account.

While inquiring about an account in ACLI menu, if we press SHIFT+E it takes you to the ACI menu

Process:

Go to ACLI menu.
Type the account no.
Press SHIFT+E

how to check NPAs month wise in finacle software

check out menu SMARPT

Finacle – some important Commands

ACLI	Account Ledger Inquiry	
ACI	Account Inquiry	
	Options-E	EMI, No of Installments, Over-dues in an Account Interest Rates Y in TDS Exempted for list
	Options-0 +F6	
CUS	Customer Selection	
CUMI	Customer Master Inquiry	
MSGOIRP	Outstanding Item report	For Sundry,Suspense etc
CSHBR	Cash Balance Report	
SRM	Security register	
BR	Balancing report	
GDET	General Deposit Details	
EXCPRPT	Exception Report	
AFI	Audit File Inquiry	
FTI	Financial Transactions Inquiry	Isolate High Value transactions Debit transaction in Income Head
MISREP	MIS Reports	
LAOPI	Loan Overdue Position Inquiry	
ACTI,ATOR	Account Turnover Inquiry/Report	
STKSTMT	Stock Statement not Received	
INSEXPD	Insurance Expired Report	
INQLADC	Loan Document Expiry report	
LAROR	Loan accounts not reviewed	
BPR	Bills Purchase Report	
GILR	Guarantee Issued Liability Register	
GENR	Guarantee Expired not Reversed	
GIPNP	Guarantee Invoked not paid	
CHGIR	Charges Register	

Finacle - Reports & Inquiry Options

- 1 ABMR Report of Accounts Below Min Balance
- 2 ACLPCA Customer Account Ledger Print
- 3 ACLPOA Office Account Ledgers Print
- 4 ACMP Account Master Print
- 5 ACSP Account Selection Print
- 6 ADVC Print DR/CR Advice to Customer
- 7 AFP Audit File Print
- 8 AICR Advanced Interest Collected Report- Bills
- 9 AINTRPT Interest Report For Accounts
- 10 ALMSP Agricultural Loans Master Sheet Print
- 11 ATMBRPT Balances outstanding in MBBCASH001,ATMCASH001,
ATMTEMP001 where balance not equal to ZERO.
- 12 BDTR Bills due Today report.
- 13 BGCLOSE GUARANTEE CLOSE REGISTER PRINTING
- 14 BGPRINT GUARANTEE PRINTING
- 15 BICR Bills Interest Collected Report
- 16 BICS Bills Collection Schedule
- 17 BR Balancing Report
- 18 BRBPR BALANCING REPORT BILLS PURCHASED
- 19 BRRCR BALANCING REPORT BILLS COLLECTION
- 20 BRRBPR Bills Register Report - Bills Purchased
- 21 BRRRCR Bills Register Report - Collection Inward/Outward
- 22 CBM Customer Becoming Major
- 23 CHGIR Charges Income Report
- 24 CHRGADV CHARGE ADVICE PRINTING
- 25 CUSTBALP CUSTomer BALance Printing
- 26 DCEXPLST REPORT ON DC EXPIRED
- 27 DCLIABRG DC LIABILITY REGISTER
- 28 DCQRYP Documentary Credits Query Printing
- 29 DCREG Documentary Credits Register Printing
- 30 DCRPTS DC REPORTS AND ADVICES
- 31 DDIR DD Issue Reports
- 32 DDP A DD Issued Summary
- 33 DDP B DD Issued Register
- 34 DDP C DD Paid Summary
- 35 DDP D DD Paid Register
- 36 DDP E DD Cancellation & Rectification Summary
- 37 DDP F DD Cancellation & Rectification Register
- 38 DDP G DD Consolidated Summary
- 39 DDP H All Summarys A,C,E,G
- 40 DDP I All Registers B,D,F
- 41 DDP J All Summaries & Registers
- 42 DDP2 A Drafts Issued Schedule
- 43 DDP2 B Drafts Issued Register
- 44 DDP2 C Drafts Paid Schedule (other than Ex-advice)
- 45 DDP2 D Drafts Paid Register (other than Ex-advice)
- 46 DDP2 E Drafts Paid Ex-advice Schedule

- 47 DDP2 F Drafts Paid Ex-advice Register
- 48 DDP2 G Drafts Reversing Debits Schedule
- 49 DDP2 H Drafts Reversing Credits Schedule
- 50 DDP2 I Drafts A/c Schedule
- 51 DDP2 J All Schedules A,C,E,G,H,I
- 52 DDP2 K All Registers B,D,F
- 53 DDP2 L All Schedules & Registers J,K
- 54 DDPALL Print all unprinted DDs
- 55 DDPRNT Print a DD
- 56 DDREPRNT Reprint a DD/ Print advice
- 57 DDXFER Advice of Drawing Printing
- 58 DRP Deposits Receipt Print
- 59 DTR Deposit Transactions Report
- 60 DUDRP Deposits Receipt Print [Duplicate]
- 61 ECGCRPC ECGC PREMIUM REPORT FOR RPC
- 62 EXCPRPT Exceptions Report
- 63 FBADVP FOREIGN BILLS ADVICE PRINT
- 64 FBBR FOREIGN BILLS BALANCING REGISTER
- 65 FBCS Foreign Bills Covering Schedule
- 66 FBECGC ECGC PREMIUM REPORT FOR BILLS
- 67 FBP Foreign Bills Printing
- 68 FBRPR Reserve Payment Register
- 69 FTR Financial Transactions Inquiry & Report
- 70 FWCLIAB Forward Contract Liability Register
- 71 FWCODLST List of Overdue and Matured FC
- 72 GDET General Deposits Details
- 73 GILR Guarantees Issued cum Liability Register
- 74 GP Guarantee Printing
- 75 HACCBAL Balance details of an Account
- 76 HACCDDET General Details
- 77 HADVC Print DR/CR Advice to Customer
- 78 H LAPSP Loan Account Pass Sheet Print
- 79 H LARSH Loans Repayment Schedule Report
- 80 HOCIP HOC Inquiry cum BA(R) Print
- 81 HPBP Passbook Print
- 82 HPSP Pass Sheet Print
- 83 HTDSIP TDS Inquiry & Printing
- 84 IBADVP CUSTOMER ADVICE INLAND BILLS
- 85 IMR Inventory Movement Report
- 86 INTCERT Interest Certificate Print
- 87 ISAR Inter Sol Audit Report
- 88 ISTR Inter Sol Transaction Report
- 89 LAPSP Loan Account Pass Sheet Print
- 90 LLIR Limit Liability Inquiry/Report
- 91 LNHTIR Limit Node History/Tran Inquiry/Report
- 92 PBP Pass Book Print
- 93 PCLSO Print Clearing Schedule
- 94 PENDDRP Pending Deposits Receipt Print
- 95 PICS Print Inward Clearing Schedule
- 96 PICW Print Inward Clearing Waste

97 PLIST Pending Installments List - Recurring Deposits
98 PLR PARTY WISE LIABILITY REGISTER FOR PC
99 PRR25 PRR25 Report of rejected cheques
100 PRR38 Statement of Daily Cash Position
101 PRRTL Rate list Printing
102 PSR32Sanction Limits For Accounts based on Sector &Sub-sector codes
103 PTW 1 Full Transfer Waste
104 PTW 2 Only Verified Transaction
105 PTW 3 Only Unposted Transaction
106 PTW 4 Only Unverified Transaction
107 PTW 12 System Generated Transactions
108 QBR Quick Balancing Report
109 RDD Rate wise Distribution of Deposits
110 REDRP Reprint Deposits Receipt
111 REJREP Rejected Instruments Report/Advice
112 RINTRPT RPC ACCOUNT INTEREST REPORT
113 RPCRPT RPC ACCOUNT REPORT
114 RTHQRY Ratelist History Query
115 SCWRPT Shroff Cash Report
116 SCWRPTA Shrof Cash Rpt-All
117 SDD Schemewise Distribution of Deposits
118 SEL Superceding Expired Limits
119 SIETR SIs Executed Today Report
120 SIRP Standing Instructions Register Printing
121 SPRG Stop Payment Register
122 TODRP TOD Register Printing
123 VCHR Print DR/CR Voucher
124 CALLRPT 1 Call over Report for SB and CA Accounts
125 CALLRPT 2 Call over Report for CC and OD Accounts
126 CALLRPT 3 Call over Report for Loan Accounts
127 CALLRPT 4 Call over Report for TDA Accounts
128 CALLRPT 5 Call over Report for DD
129 CALLRPT 6 Call over Report for office Accounts
130 CALLRPT 7 Accounts with interest table code Zero / Zero L
131 CALLRPT 8 TDS details for a given Cust-Id
132 CALLRPT 9 Interest details for a given Sol-Id.
133 CALLRPT 11 Payslip reconciliation/outstanding Report
134 CALLRPT 12 Interest certificate Only for TDR for a given cust_id.
135 CALLRPT 14 Inward Clearing File Generation
136 CALLRPT 15 Statement of Service Tax
137 CALLRPT 16 Statement of PPF Transactions
138 CALLRPT 17 BCTT Download for a Branch
139 CALLRPT 18 BCTT Consolidation for Zonal Offices
140 EXCEPTIONAL -MAJOR

Finacle - Inquiry Menu

- 1 AALI A/c Abnormal Limits/Details Inquiry
- 2 ACCBAL Components of Account Balance Inquiry
- 3 ACDET Account Balance Details
- 4 ACI Customer Accounts Inquiry
- 5 ACLI Account Ledger Inquiry
- 6 ACTI Account Turnover Inquiry
- 7 ACTODI Account TOD Inquiry
- 8 AFI Audit File Inquiry
- 9 AFINQU Audit File Inquiry
- 10 AITINQ Account Interest Details Inquiry
- 11 ASTI Amount-slab Table Inquiry
- 12 ATI Abnormal Transactions Inquiry
- 13 BEHI Bills Events History Inquiry
- 14 BI Bills Inquiry
- 15 BKTl Bank Table Inquiry
- 16 BRTI Branch Table Inquiry
- 17 CTI Calendar Table Inquiry
- 18 CUACLI Inquire on Your Account Ledger Entries
- 19 CUBI Bills Inquiry
- 20 CULAC Customer Accounts List
- 21 CULI Customer Unutilised Limit Inquiry
- 22 CUMI Customer Master Inquiry
- 23 CUS Customer Selection
- 24 DCQRY Document credit Query
- 25 DDIC DD Credits Inquiry
- 26 DDID DD Debits Inquiry
- 27 DDII Specific DD Issued Inquiry
- 28 DDIP Specific DD Paid Inquiry
- 29 DEPINT Interest calculator for deposits
- 30 DEPMOD Deposit Modeling
- 31 DTCS Display Tran Code Summary
- 32 EFI Employee File Inquiry
- 33 FBHI Foreign Bills History Inquiry
- 34 FBI Foreign Bills Inquiry
- 35 FI Fate Inquiry
- 36 FOIQ FAB Outward Clearing Instrument Inquiry
- 37 FTI Financial Transactions Inquiry
- 38 FTR Financial Transactions Inquiry & Report
- 39 FWCHI Forward Contract History Inquiry
- 40 FWCQRY Query on FC
- 41 GDET General Deposits Details
- 42 GI Guarantee Inquiry
- 43 GPI Guarantee Parameters Inquiry
- 44 GSPI General Scheme Parameters Inquiry
- 45 GURFIMU Reference File Inquiry Menu
- 46 HACCBAL Balance details of an Account
- 47 HACCDDET General Details

48 HACIMU CRV - Account Level Menu
49 HACLHI Limit Details
50 HACLI Transactions Inquiry
51 HACS Account Selection
52 HACTI Account turnover details
53 HAITINQ Account Interest Details Inquiry
54 HKBQRY Bank Level Query Option
55 HCELI Collateral Entity Linkage Inquiry
56 HCRVMU Customer Relationship View- Main Menu
57 HCUACC Accounts of Customer
58 HCUCA Current Account of Customer
59 HCUCC Cash Credit of Customer
60 HCUDET General details of Customer
61 HCUIMU CRV - Customer Level Menu
62 HCULA Loan Accounts of Customer
63 HCUMAT Forthcoming Maturities of Customer
64 HCUOD Overdraft Accounts of Customer
65 HCUPSD Portfolio details of Customer
66 HCUS Customer Selection
67 HCUSB Savings Account of Customer
68 HCUSEL Customer Selection
69 HCUSUM Summary details of Customer
70 HCUSWP Sweep details of Customer
71 HCUTD Term Deposits of Customer
72 HCUTI Turnover Summary of Customer
73 HDCDET Delivery Channel transaction details
74 HFTI Financial Transactions Inquiry
75 HICI Inward Cheques Inquiry
76 HII Hot Items Inquiry
77 HINTCI Interest Table Code Inquiry
78 HINTTI Interest Rate Details Inquiry
79 HIOGLT Inquire on GL Transactions
80 HIOT Inquire on Transactions
81 HLAGI Loan Account General Inquiry
82 HLAI Loan Inquiry
83 HLAMOD Loan Modelling
84 HLAOPI Loans Overdue Position Inquiry
85 HM Help Maintenance
86 HOCI Outward Cheques Inquiry
87 HOCIP HOC Inquiry cum BA(R) Print
88 HODBCH Bill and Collection History Details
89 HOIQ Outward Clearing Instrument Inquiry
90 HOPQ Outward Clearing Ptran Inquiry
91 HPARTINQ Inquiry on Partitioned Account
92 HRTHQRY Ratelist History Query
93 HTD Term deposit transaction details
94 HTDINT Term deposit interest details
95 HTDSIP TDS Inquiry & Printing
96 HTDTAX Term deposit tax deduction details

97 HTFIN Customer Trade Finance Inquiry
98 HTINQ Hot Items Lookup
99 HTODCS TOD Criteria and Selection
100 IMI Inventory Movement Inquiry
101 INQACHQ Inquire Account Number for a Cheque
102 INTSI Interest Slab Inquiry
103 INTTI Interest Table Inquiry
104 IOCLS Inquire On Clearing Transaction Sets
105 IOGLT Inquire on GL Transactions
106 IOT Inquire on Transactions
107 ISI Inventory Inquiry Split and Merge-EM
108 ISIA Inventory Inquiry Split and Merge
109 ITCI Interest Table Code Inquiry
110 ITI Instruments Table Inquiry
111 LAGI Loans General Inquiry
112 LAITCI Loan Interest Table Code Inquiry
113 LAOPI Loans Overdue Position Inquiry
114 LLIR Limit Liability Inquiry/Report
115 LNDI Limit Node Details Inquiry
116 LNHTIR Limit Node History/Tran Inquiry/Report
117 LNI Limit Node Inquiry
118 LVSI Loan Interest Version Slabs Inquiry
119 MNTPST Maintain PST Table (Modify & Inquiry)
120 NEWOLDAC NEW OLD ACCOUNT
121 OIQ Outward Clearing Instruments Inquiry
122 OPQ Outward Clg Part Tran Inquiry
123 OTRINQ Offline Transaction Inquiry
124 PARTINQ Inquiry on Partitioned Account
125 PDADI Past Due A/c Details Inquiry And Report
126 PDML Print/Display Media List
127 PHINQ Inquiry on History of Partition A/c
128 PLIST Pending Installments List
129 PRTINQ Print Queue Inquiry
130 RBTI Register Table Balance Inquiry
131 RENHIST TD Renewal History Details
132 RINTINQ Interest Inquiry For RPC Accounts
133 RRCDI Reference Code Inquiry
134 RTHQRY Ratelist History Query
135 SEL Superceding Expired Limits
136 SII Standing Instructions Inquiry
137 SMI Swift Messages Inquiry
138 TCPI Teller Wise Cash Position Inquiry
139 TCPIA Teller Wise Cash Position Inquiry / All
140 TDSIP TDS Inquiry & Printing
141 TEI Transactions Exceptions Inquiry
142 TI Transactions Inquiry
143 TODCS TOD Criteria and Selection
144 TRANINQ Tran Inquiry
145 TRANLIST Tran list display

146 TRTRI Treasury Transaction Report and Inquiry
147 TVSI Term Deposits Interest Slabs Inquiry