

SPM Help Application -SOP

Here is the step-by-step procedure Generating half margin memos for BO high value wdl.

Video Help files available in the following YouTube link:

<https://www.youtube.com/@SPMHelp> (Can be searched with Keyword SPM Help or SPMHelp)

Setup file and Video Help files available in the following Gdrive link.

<https://drive.google.com/drive/folders/167-RE5pSVHDeXutR5M7UJdflygGuv0eK>

BO High Value WDL – Half Margin Memo Generation

Office Configuration and Basic Details Updation

1. Open the **SPM Help EXE** and complete the office **Configuration** button.

Step 1: Clear Old Data and Import LB Reports

1. Click the **Delete old data** button to clear out old data.
2. Download the **Last Balance reports** in **CSV format** from the MIS Server (**SBGEN and SBBAS**) (**SBCHQ and other SB schemes if required**).
3. Import the downloaded Last Balance reports one by one into the application using the **Import** address data button.

Step 2: High Value Withdrawal Report Generation in Finacle.

1. Open **HFTR** in the Finacle Live Server and enter the following search criteria:
 - **(a) SOL ID-** Enter the SO SOL ID.
 - **(b) Part Transaction Type:** Select **Debit**.
 - **(c) Transaction AmountLOW:** **10000** (Leave High blank).
 - **(d) Date Range:** Set the Start and End dates as required.

- **(e) Delivery Channel:** **SDP** (to filter for BO transactions only).
- **(f) GL Sub Head Code:** **30001**.
- **(g) Today's Transaction Only:** **Uncheck this box.**
- **(h) MRT File Name:** Search and select the first option.

Image given below for reference.

The screenshot shows the 'MRT Template File List' web application. The form is divided into two main sections. The left section contains fields for transaction details, and the right section contains fields for report parameters. Red circles highlight the following fields:

- SOL Set ID:** 60680401
- Transaction Amt. (Low):** 10,000.00
- Start Date:** 01-05-2026
- End Date:** 31-05-2026
- General Ledger Subhead Code:** 30001
- Delivery Channel:** SDP
- Today Transaction Only:** Unchecked
- MRT File Name:** ftr_01.mrt

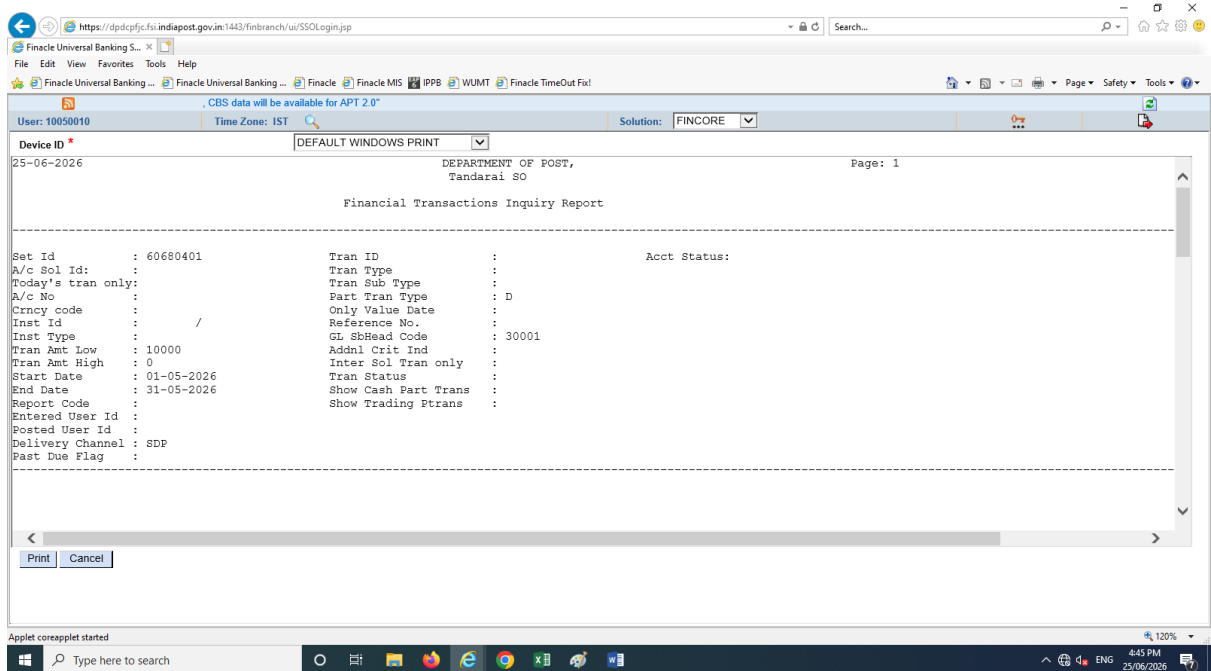
The 'MRT Template File List' dialog box is open, showing the 'Option Code' as FINANCIAL_TRAN_RPT and the 'Option Value' as ftr_01.mrt. The 'Option Description' is 'Mrt for Financial Transactions Report'.

2. Click **Go** to generate the data. The list of high value withdrawal transactions will be displayed.

21-05-2026	21-05-2026	21-05-2026	S4954845/1	010036445257	INR	Transfer	SDP_BO29111227001_50680599_BY CASH_P
23-05-2026	23-05-2026	23-05-2026	S7607234/1	6287042621	INR	Transfer	SDP_BO29111227006_50650569_BY
23-05-2026	23-05-2026	23-05-2026	S7804233/1	010036445257	INR	Transfer	SDP_BO29111227001_50680599_BY CASH_P
25-05-2026	25-05-2026	25-05-2026	S9164033/1	010035993264	INR	Transfer	SDP_BO29111227006_50650569_BY CASH_P
25-05-2026	25-05-2026	25-05-2026	S9184457/1	6287160080	INR	Transfer	SDP_BO29111227004_50639543_BY CASH_P
26-05-2026	26-05-2026	26-05-2026	S10494830/1	010050490795	INR	Transfer	SDP_BO29111227004_50639543_BY CASH_P
27-05-2026	27-05-2026	27-05-2026	S13238320/1	6286855464	INR	Transfer	SDP_BO29111227002_50160576_BY CASH_P

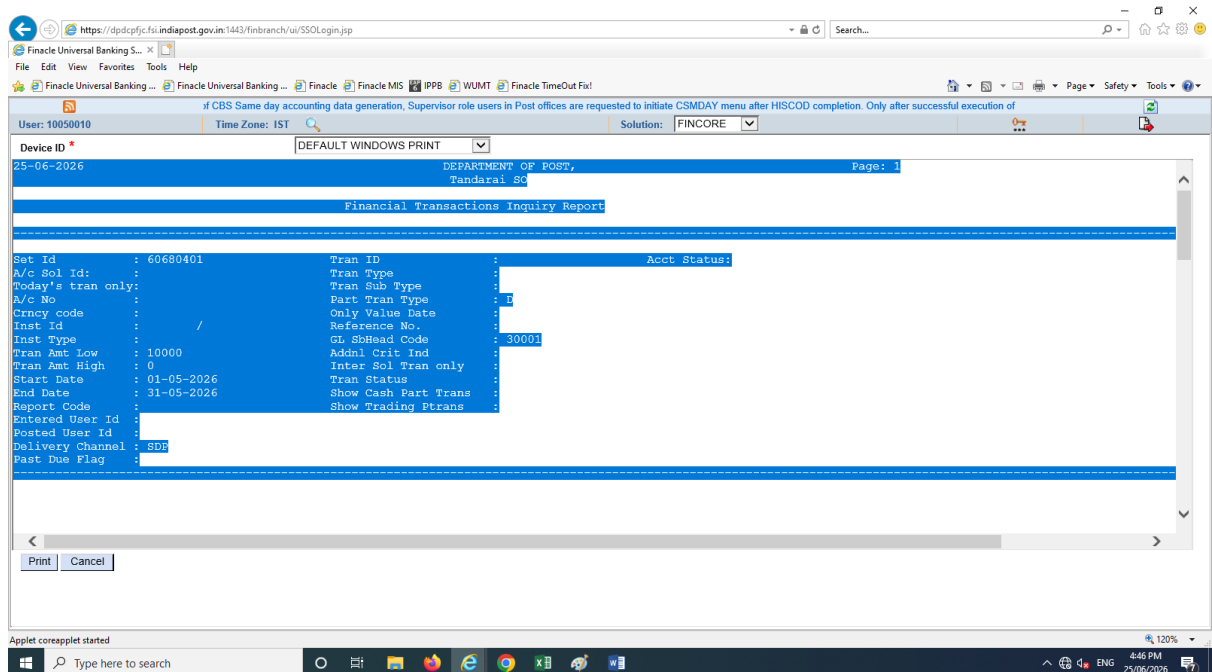
Back Print

- Once the transaction list appears, scroll down to bottom and click **Print button**. This process generates the report in **HPR** named **"Financial Transactions Report"**.
- Go to **HPR**, select the report and view the report. Report will be displayed.



- Focus on the Report Box: Click inside the report box. (Note: It is crucial to click inside this REPORT BOX area first; otherwise, the entire webpage will be selected and copied instead of the report data.)**

6. **Select the Data:** Press Ctrl + A on your keyboard to select all text within the report box. You will know it is successfully selected when the report data **turns into blue color**.



7. Copy the Data: Press Ctrl + C to copy the highlighted data to your clipboard.
8. **Save to a Text File:** Open a text editor (such as Notepad), paste the copied data (Ctrl + v), and save the file as a standard **Text Document (.txt)** on your computer.

Step 3: Half Margin Memo Generation.

1. Goto SPM Help application and Click the **Select text file** button and choose the saved HFTR transactions text file you saved in Step 2. The data will be Checked whether all mandatory inputs such as Debit, Minimum Amount, GL code 30001 and SDP are available or not. Error will be thrown, If the required inputs not given at the time of report generation. The High value withdrawal data will be consumed if no error in the text file.
2. Click the **Generate HVW data** button. The data will be processed, and Memo numbers will be assigned automatically.
3. Review the automatically assigned memo numbers. Modify or change the memo number sequence **only for the first record**, and only if a change is absolutely necessary.
4. Click the **Generate Half Margin Memo** button to create the memos. The memos will be created as a Microsoft Word document. The file will be saved automatically in the **Letters** folder and will open on your screen for immediate printing.
5. Click the **Generate Letter to IP** button to generate the covering letter containing the memo details. Print both documents and forward the memos along with the covering letter to your **Sub-Divisional Head**.

Note: The **Generate HVW Data** process will be blocked if any data fails to update correctly during the import process. If this occurs, simply **import the text file again** to allow the system to consume and process the data properly.

Step 4: Update Verification Result

1. Click the **Update Verification Result** button to open the data entry panel.
2. Input the relevant **Date of Receipt** and the **Memo Date** (the date the memo was originally generated).
3. **For a Single Memo:** Enter only the starting memo number in the **From Memo No.** field.
4. **For Bulk Updates:** Enter the starting and ending memo numbers in both the **From Memo No.** and **To Memo No.** fields to update multiple records at once.
5. Choose the appropriate verification outcome (**Satisfactory** or **Not Satisfactory**) from the result dropdown menu.
6. Click the **Update** button to save and finalize the verification results in the system.

If any incorrect data is saved by mistake, do not attempt to overwrite it directly. You must use the security unlock feature before the table becomes editable. Click the **Unlock** button to make the fields editable.

Navigate to the specific cells or fields within the data table and apply the necessary corrections. Once the changes are complete, click the **Change** button to finalize and save the updated information to the database.

Step 5: Export Master Data.

1. Click the **Show Master Data** button to load and view the records on your screen.
2. Click the **Export** button to extract the entire High-Value Withdrawal database into an Excel spreadsheet.
3. Open the generated Excel file and manually remove or delete any unnecessary fields or columns to finalize your report.

Deleting Wrongly Generated Memos

Warning: Clicking delete will remove **ALL** memos for the selected date. This action cannot be undone.

1. **Enter Date:** Type in the exact date of the memos you want to remove.
2. **Delete:** Click the **Delete** button to clear the data. All memo data associated with the entered date will be deleted from the HVW database.