alrajhicashbiz@24seven
Cash Management Services-*i*

CMS-*i* Account Services User Guide

View and Download Account Summary & Account Statement

View Deposit Summary

Retrieve PDF Account Statement (e-Statement)

Version : 5.0
Last updated : 15th April 2021

*** ALL SCREEN PICTURES SHOWN ARE FOR ILLUSTRATION PURPOSE ONLY. ACTUAL SCREEN MAY VARY DUE TO SYSTEM ENHANCEMENT.*

Overview

This document will guide you on how to view your account movement, balance, statement, deposit summary and retrieve PDF account statement (e-Statement) via CMS-i.

Section 1: System Login

Section 2: View and Download

2.1 Account Summary

2.2 Deposit Summary

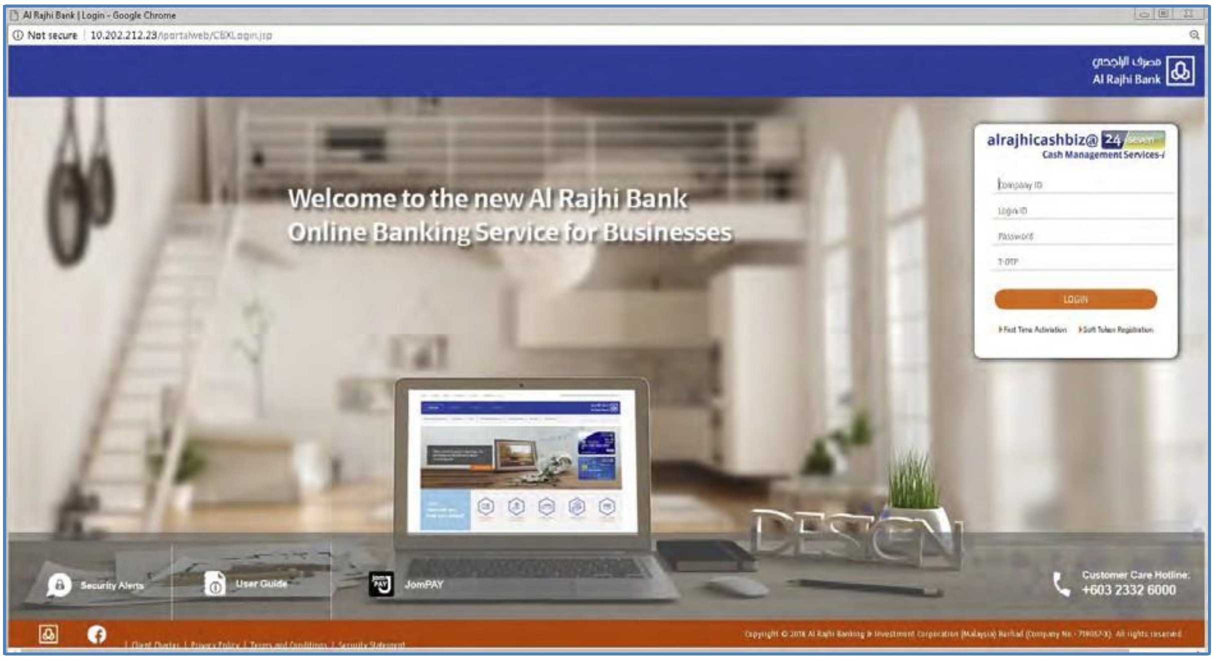
Section 3: Retrieve PDF Account Statement (e-statement)

Section 4: Maintaining Account Alias Name

Section 1: System Login

Step 1: Go to Cash Management Services-i or **https://alrajhicashbiz24seven.com.my/**

Step 2: Enter Company ID, Login ID, Password and T-OTP > Login



Section 2: Account Services Module

In Account Services, customer may perform the below activities online :

(i) View and download Account Summary or Account Statement

(ii) View Deposit Summary

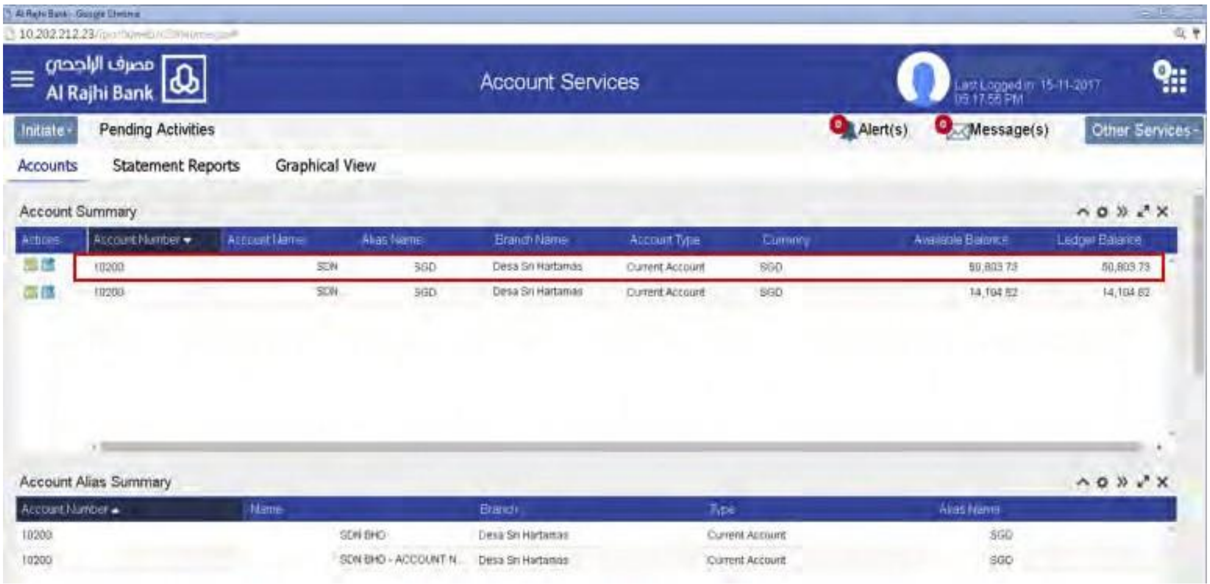
(iii) Retrieve PDF Account Statement (e-Statement)

2.1 Account Summary

Step 1: Go to the Menu icon at top left of the screen

Step 2: Go to Account Services > List of Account Summary is shown

Step 3: Double-click on any Account Number displayed in **Account Summary** to view the Account Details. This view provides the details of the account such as Account information, Balance information and statement for a specific or pre-defined period.



Step 4: Go to Transaction Period > Choose the period as per below :

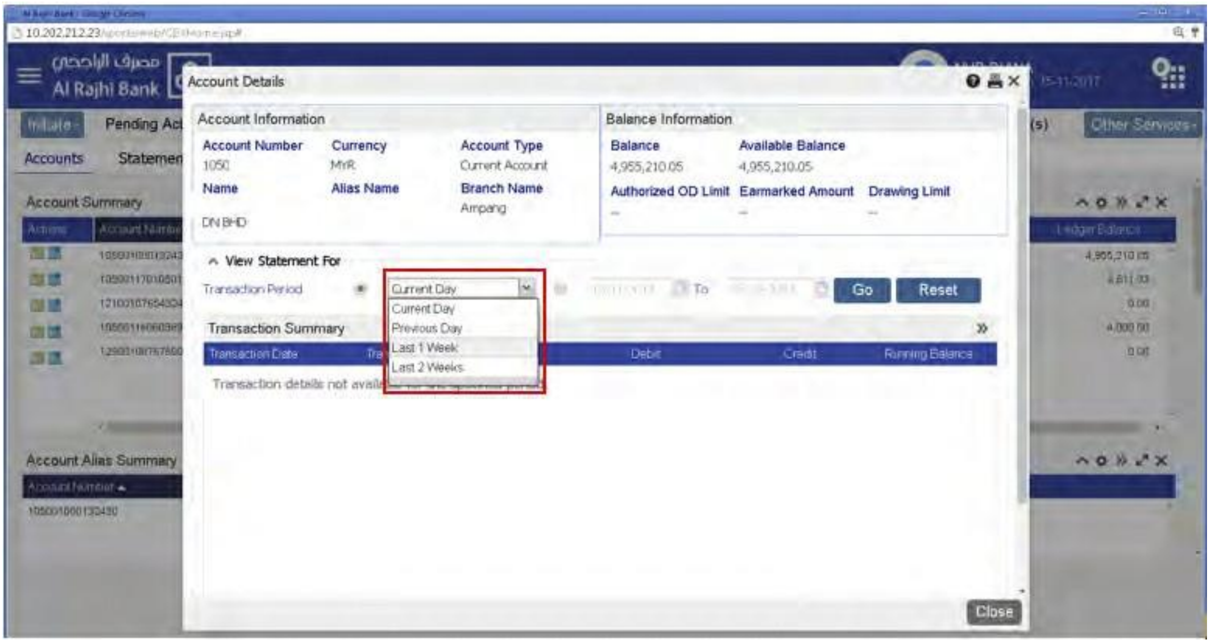
(i) Current Day

(ii) Previous Day

(iii) Last 1 week

(iv) Last 2 weeks

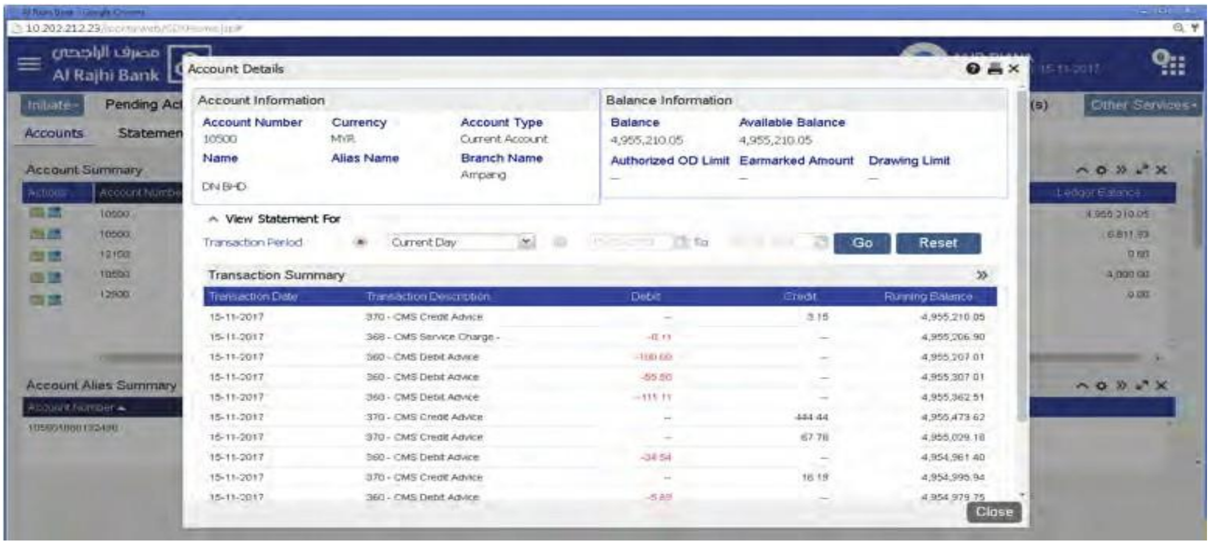
(V) Date Range (within 1 month)



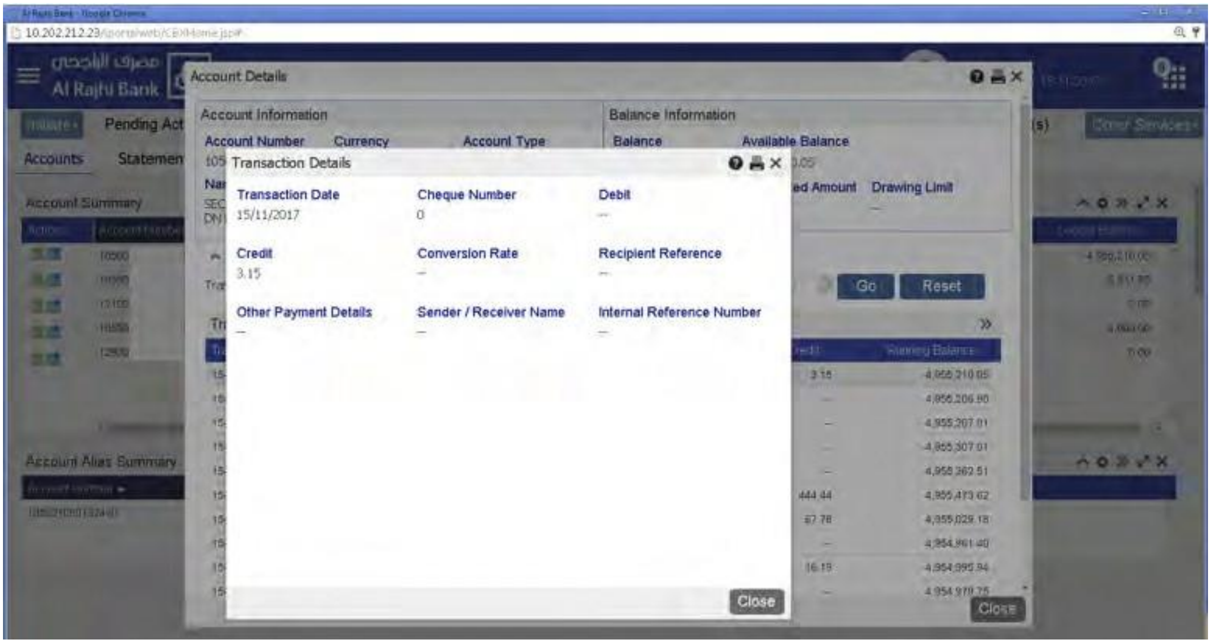
(i) Current Day

Step 1: Go to Transaction Period > Choose as current day

Step 2: Click Go > All transactions will be shown in Transaction Summary

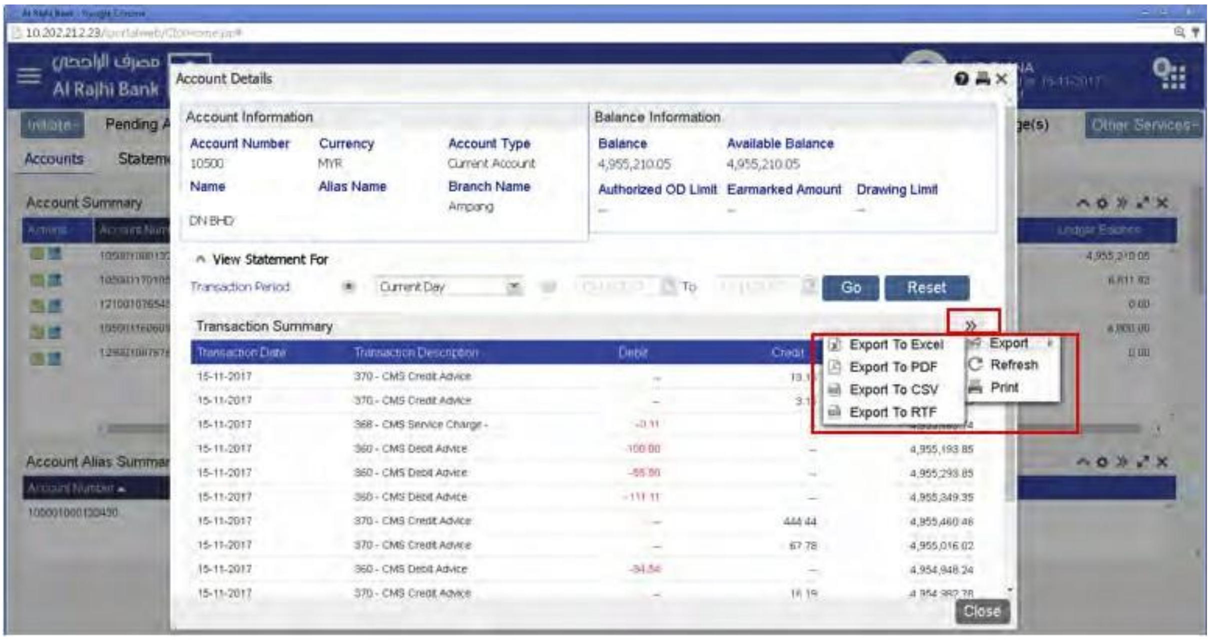


Step 3: Double-click on any transaction displayed in **Transactions Summary** to view the details



Step 4: Click at the arrow > Click on Export > Choose the format to be exported > Transaction Summary will be generated

Step 5: Click at the arrow > Click on Print > Transaction Summary will be printed

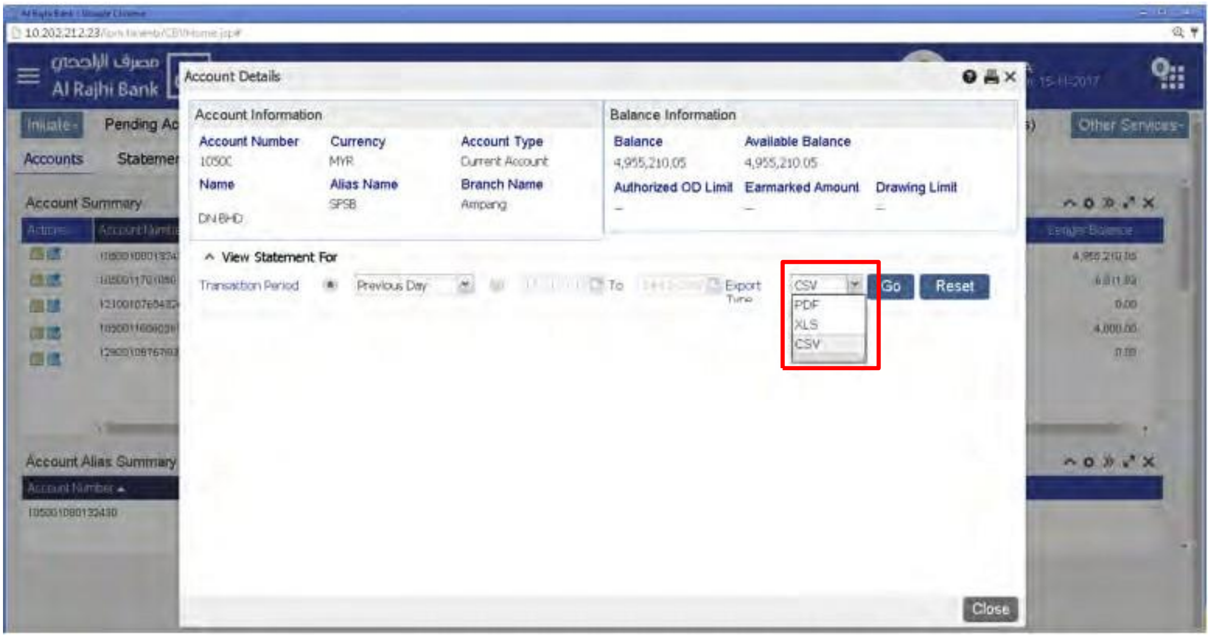


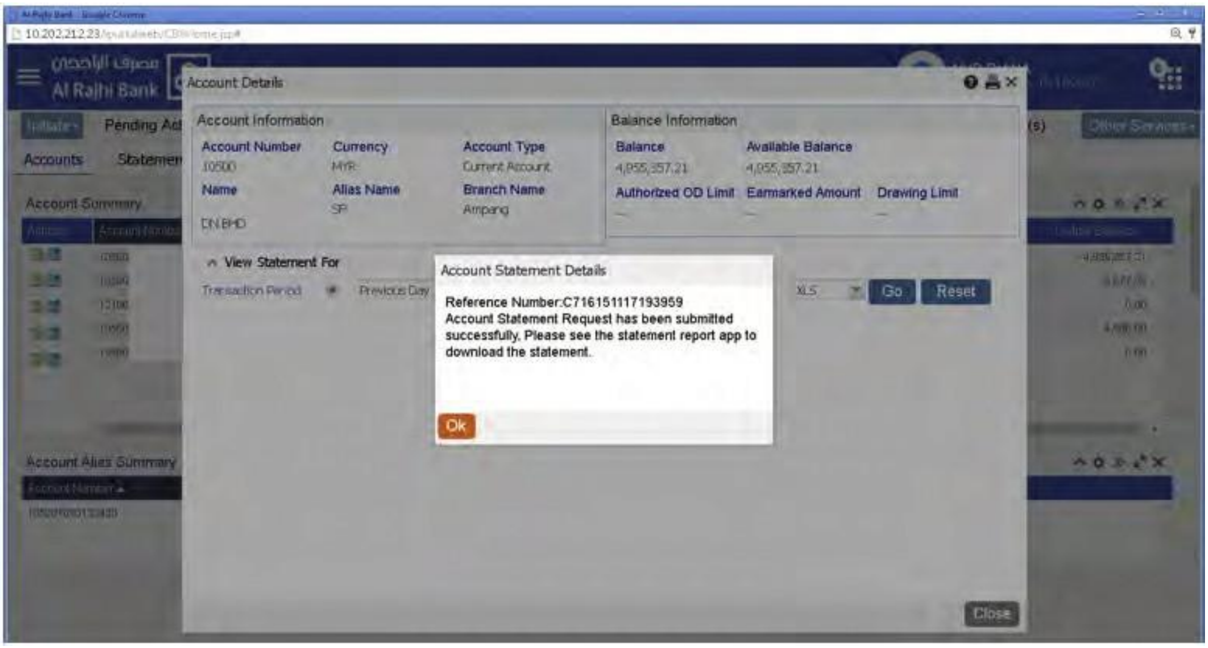
(ii) Previous Day or Last 1 Week or Last 2 Weeks

Step 1: Go to Transaction Period > Choose as Previous Day or Last 1 Week or Last 2 Weeks

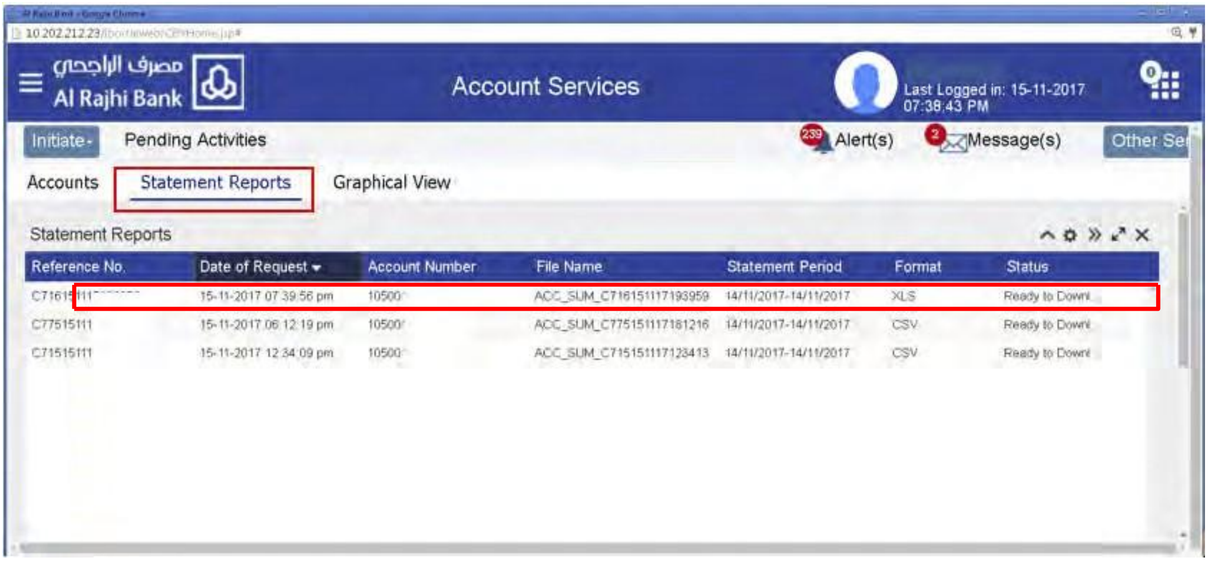
Step 2: Go to Export Type > Choose as CSV or XLS or PDF

Step 3: Click Go > Account Statement Details message will be prompted > Account Statement will be generated in Statement Report app > Click OK > Click Close

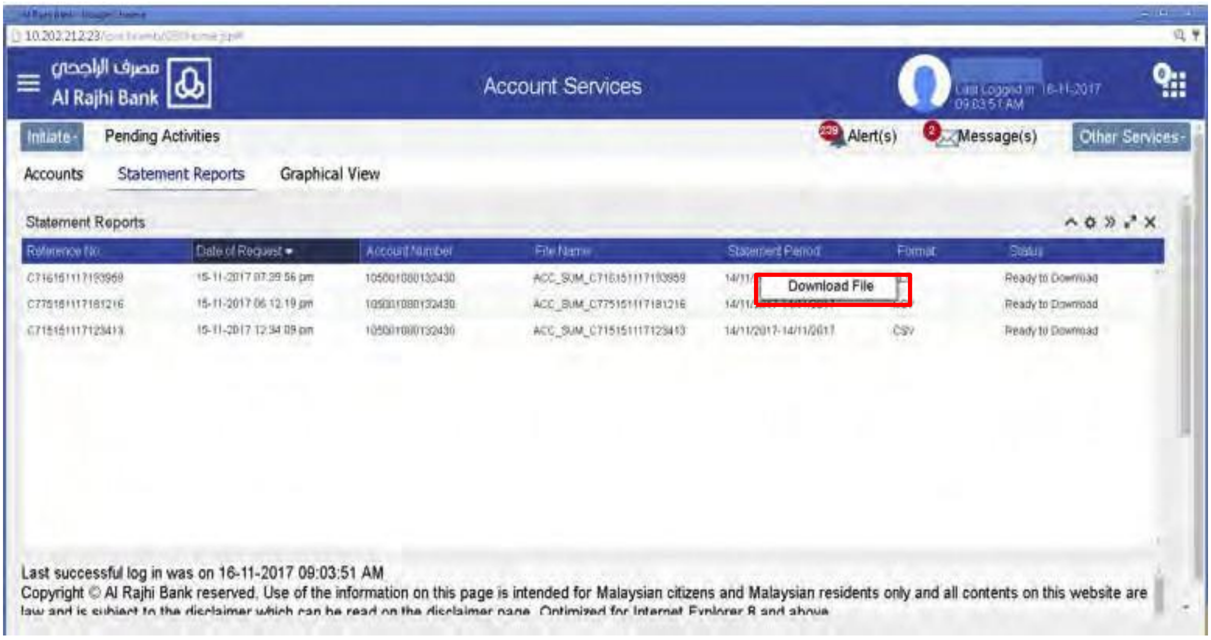




Step 4: Go to Statement Reports > Right Click on the record > Download File function will be prompted

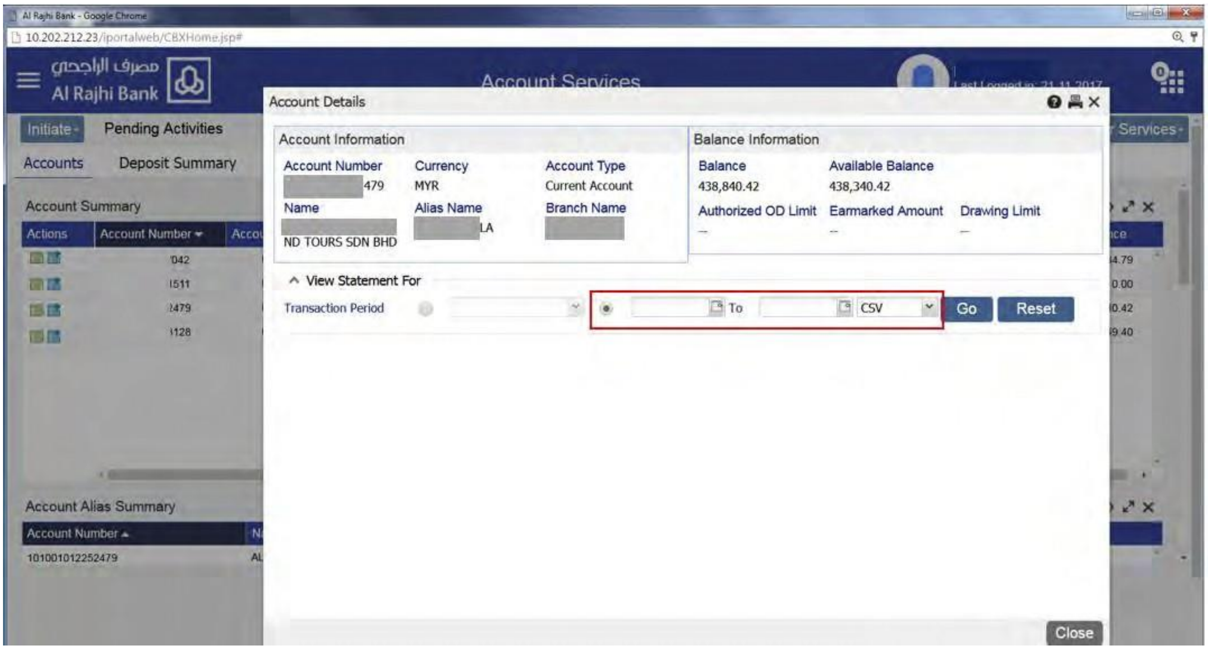


Step 5: Click on Download File > Account Statement will be generated

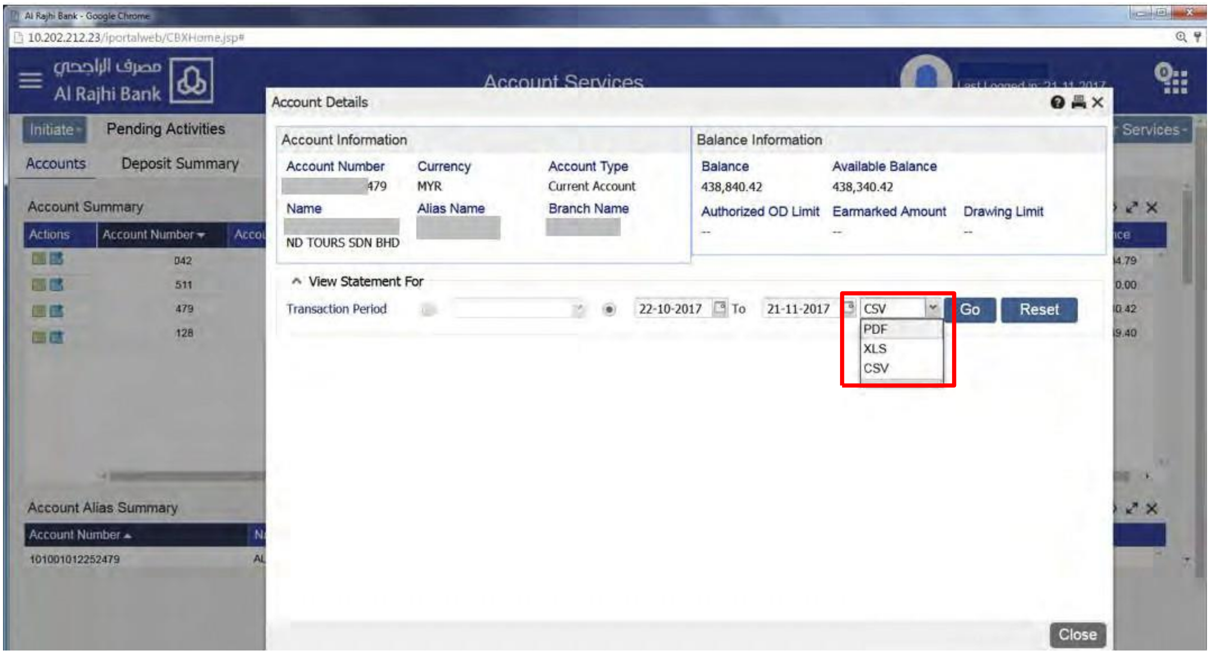


(iii) Date Range (up to 1 month)

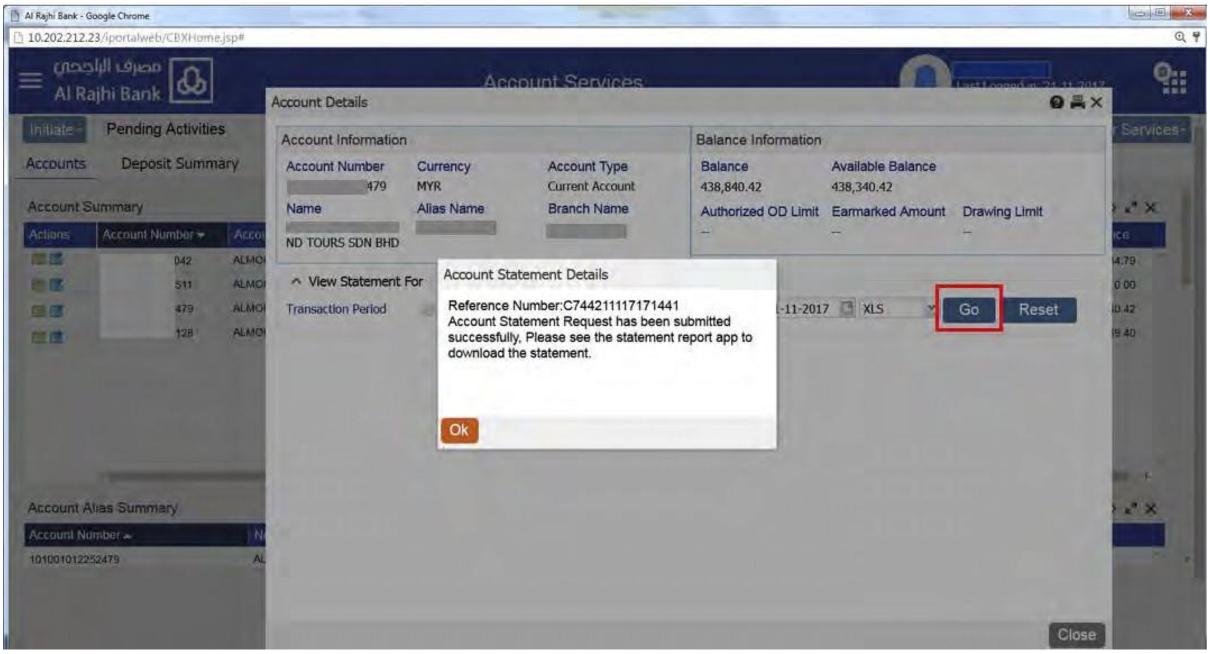
Step 1: Go to Transaction Period > Choose date range (within 1 month period only)



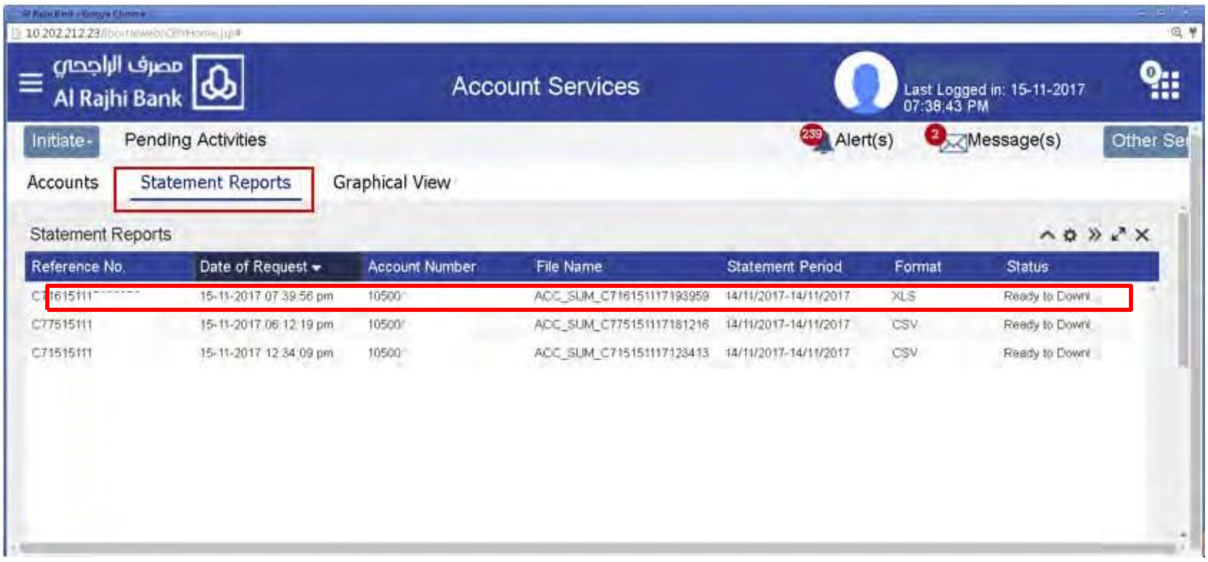
Step 2: Go to dropdown > Choose as CSV or XLS or PDF



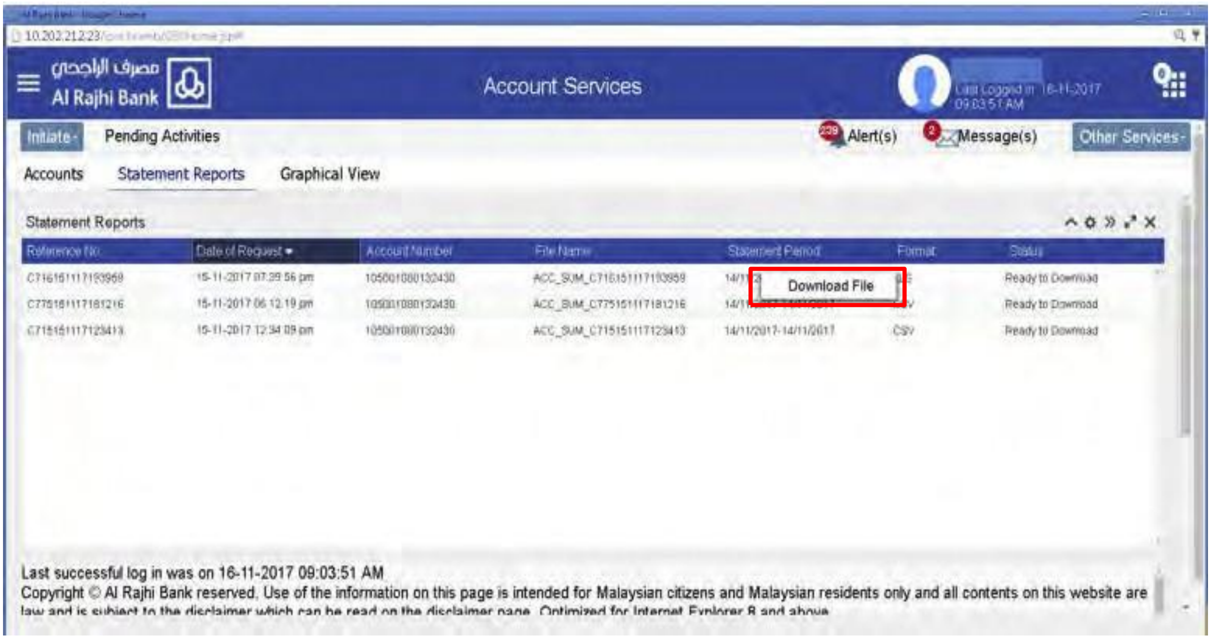
Step 3: Click Go > Account Statement Details message will be prompted > Account Statement will be generated in Statement Report app > Click OK > Click Close



Step 4: Go to Statement Reports > Right Click the record > Download File function will be prompted



Step 5: Click on Download File > Account Statement will be generated

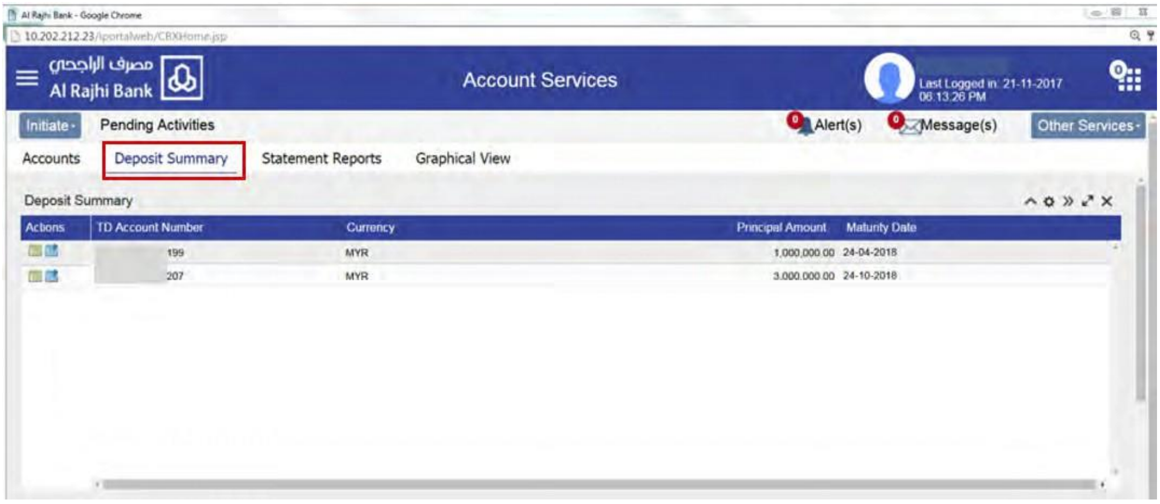


2.2 Deposit Summary

In Deposit Summary, customer will be able to view the Principal Amount and Maturity Date of Term Deposit Account

Step 1: Go to the Menu icon at top left of the screen

Step 2: Go to Account Services > Deposit Summary

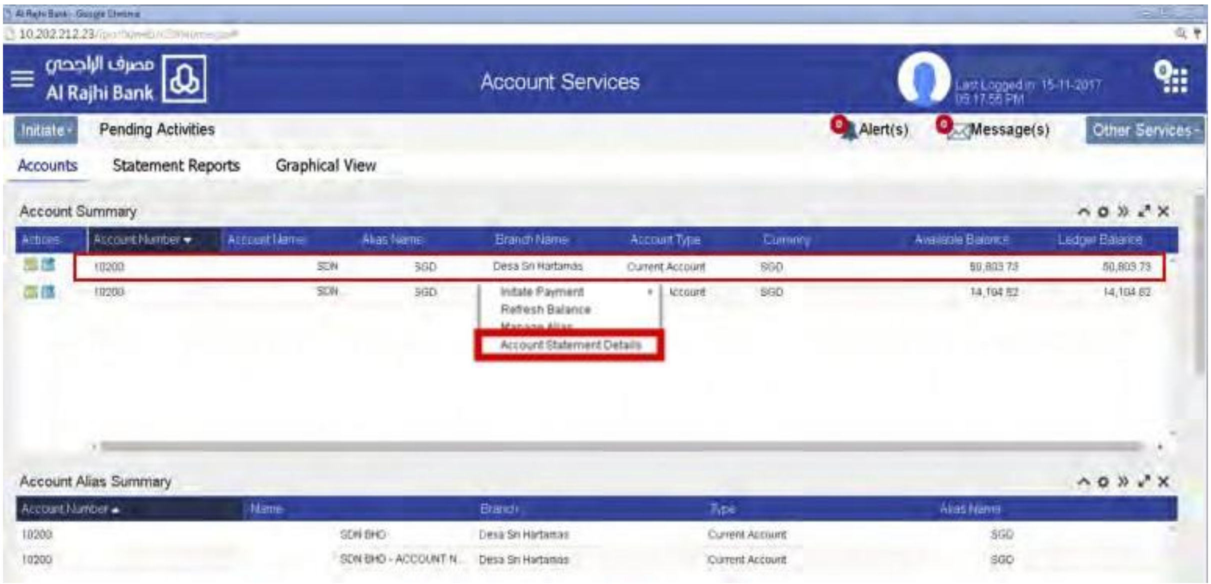


Section 3: Retrieve PDF Account Statement (e-Statement)

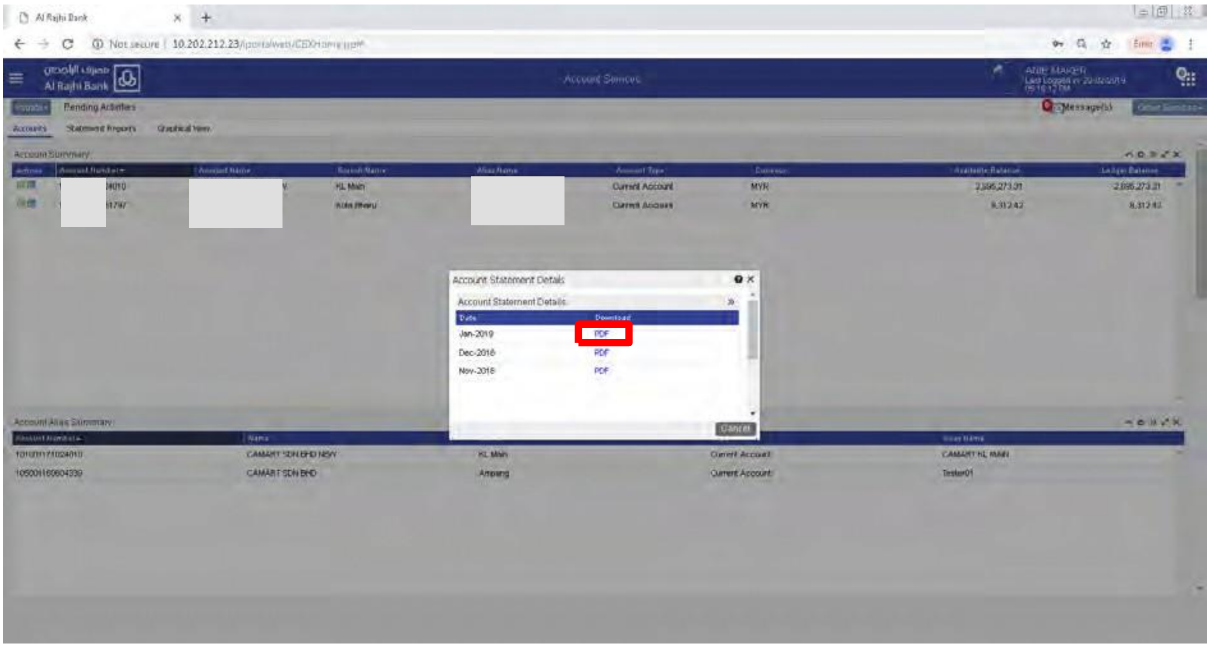
Step 1: Go to the Menu icon at top left of the screen

Step 2: Go to Account Services > List of Account Summary is shown

Step 3: Right Click on the record > Click on Account Statement Details



Step 4: Click on PDF > PDF Account Statement will be generated

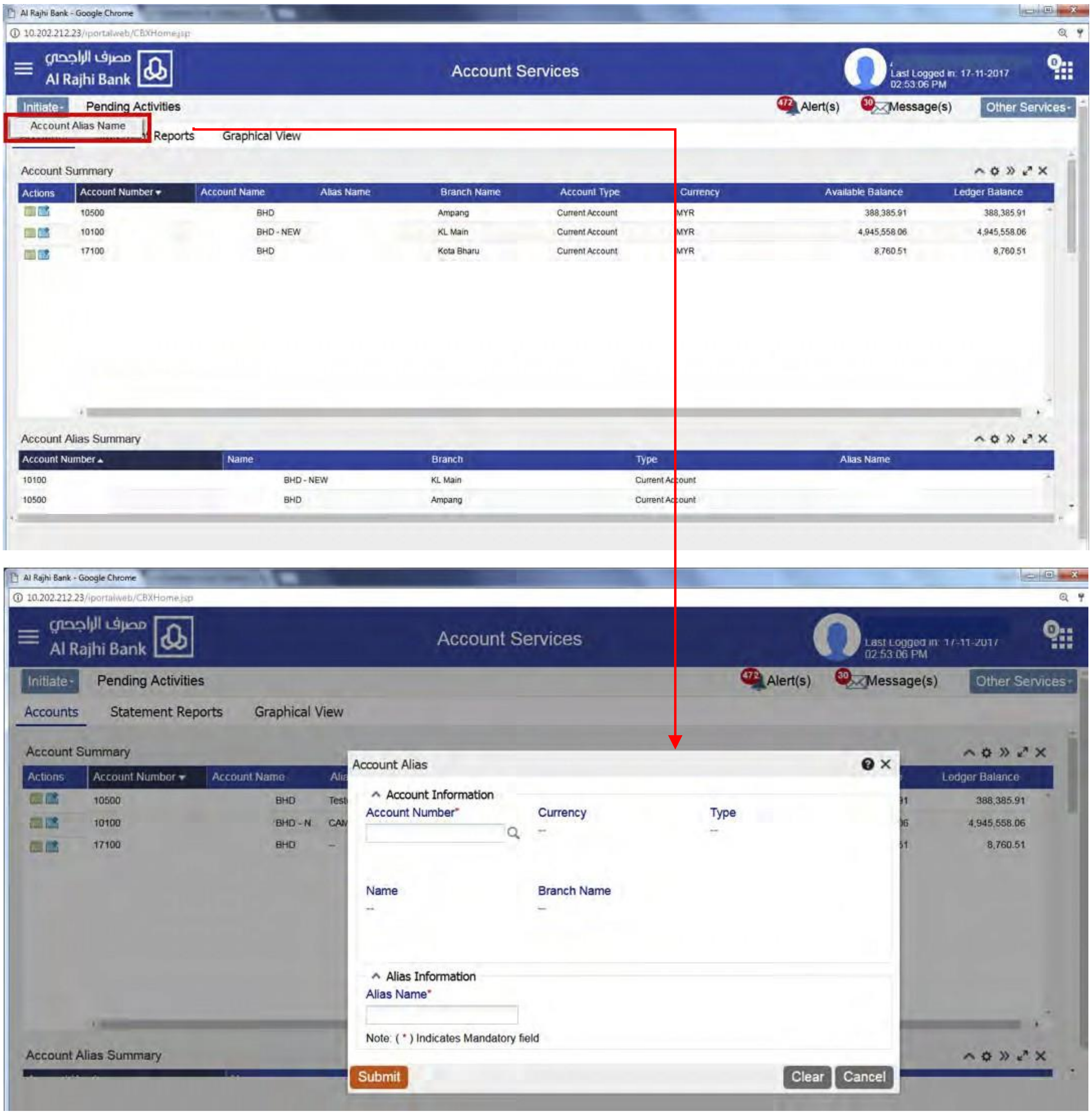


Section 4: Maintaining Account Alias Name

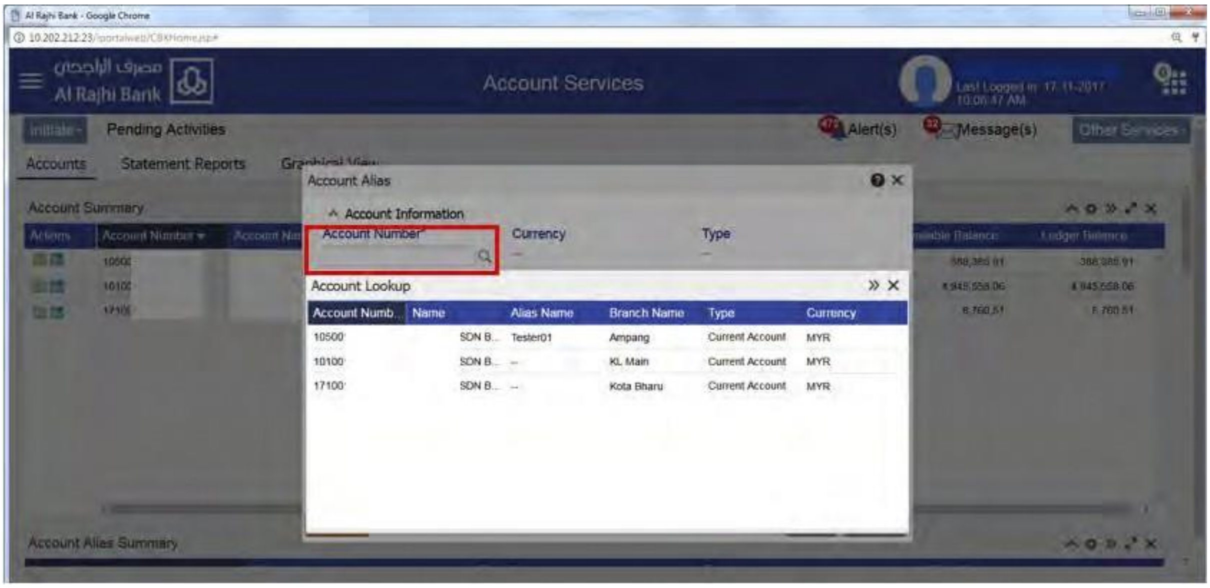
In Account Services, customer is able to maintain the Account Alias Name for each account for the ease of reference

Step 1: Go to the Menu icon at top left of the screen

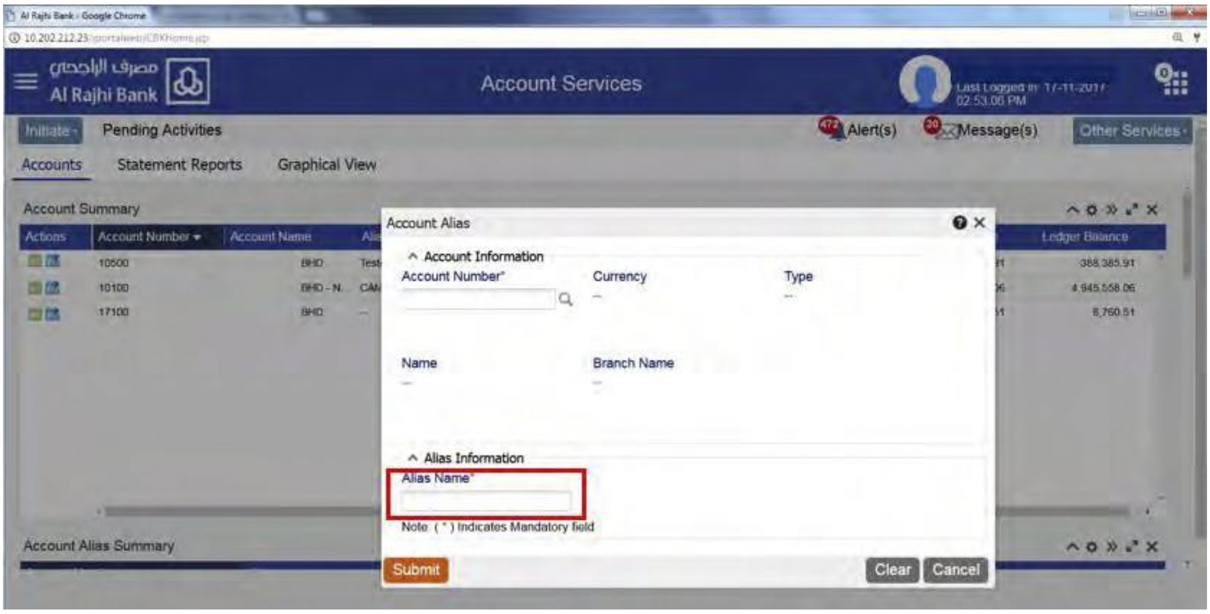
Step 2: Go to Initiate > Data Maintenance > Click Account Alias Name > Account Alias screen will be prompted



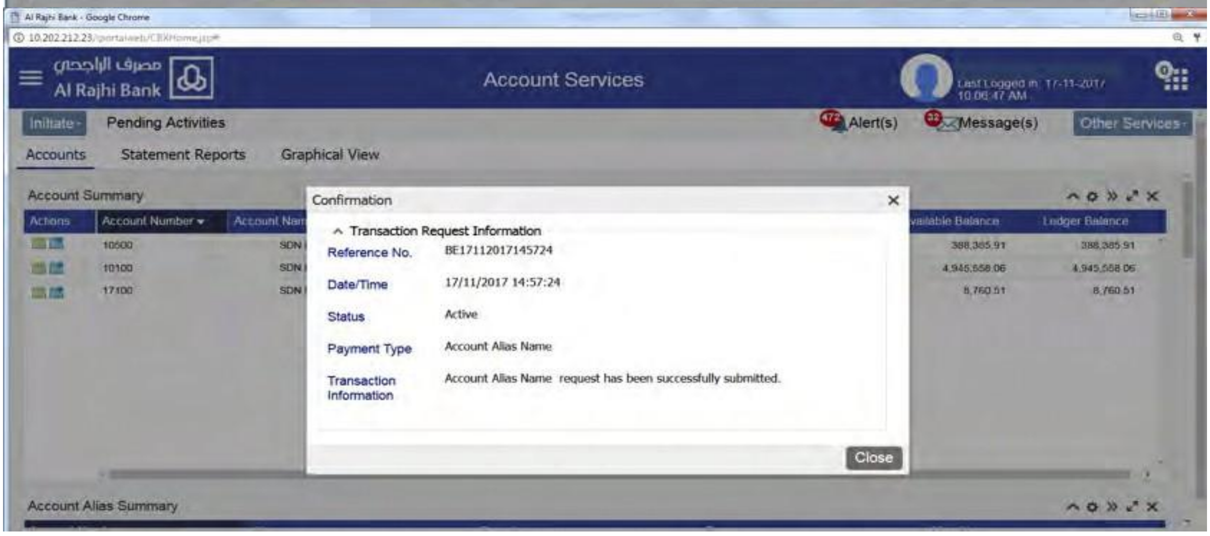
Step 3: Go to Account Number (for debiting). All details will be shown

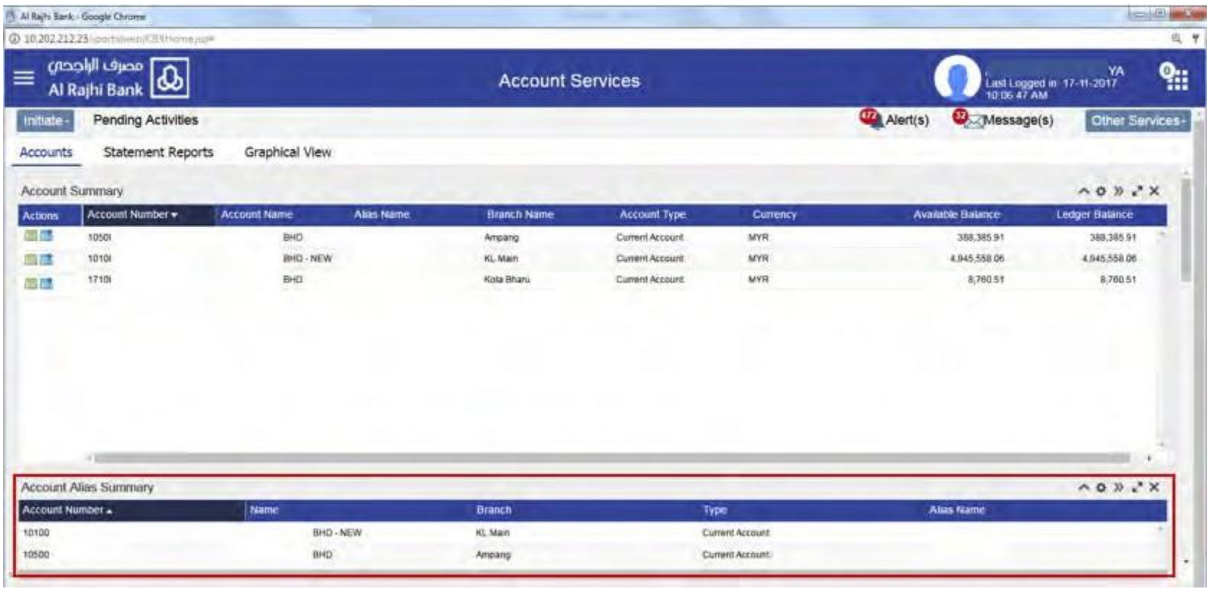


Step 4: Insert the Alias Name > Click Submit



Step 5: Click Confirm. Confirmation screen will be prompted





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