



CMS-i Account Services User Guide

[View and Download Account Summary & Account Statement](#)

[View Deposit Summary](#)

[Retrieve PDF Account Statement \(e-Statement\)](#)

Version : 4.0
Last updated : 22nd February 2019

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*

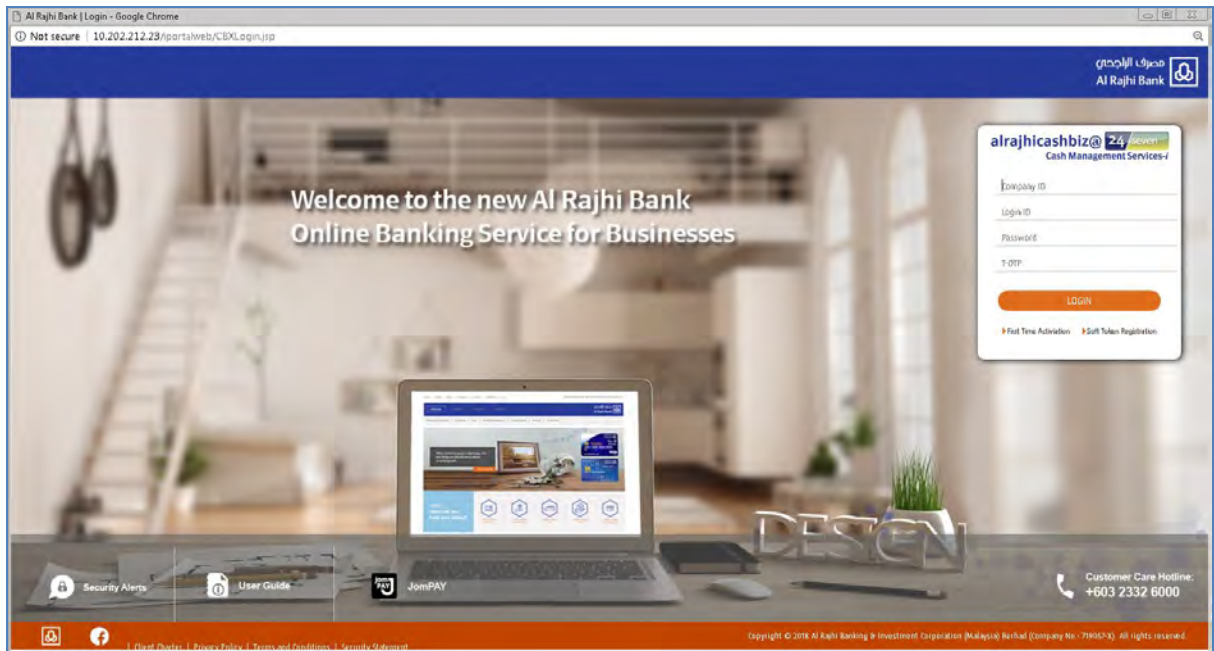
Section 3: Retrieve PDF Account Statement (e-statement)

Section 4: Maintaining Account Alias Name

Section 1: System Login

Step 1: Go to Cash Management Services-i or [https://alrajhicas**h**biz24seven.com.my/](https://alrajhicashbiz24seven.com.my/)

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



Section 2: Account Services Module

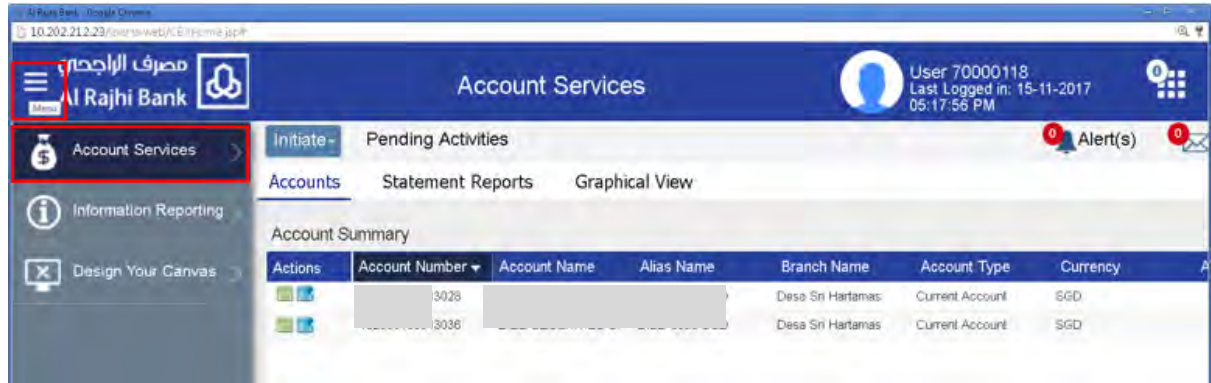
In Account Services, customer is able to perform below activities via online :

- (i) View and download Account Summary or Account Statement
- (ii) View Deposit Summary
- (iii) Retrieve PDF Account Statement (e-Statement)

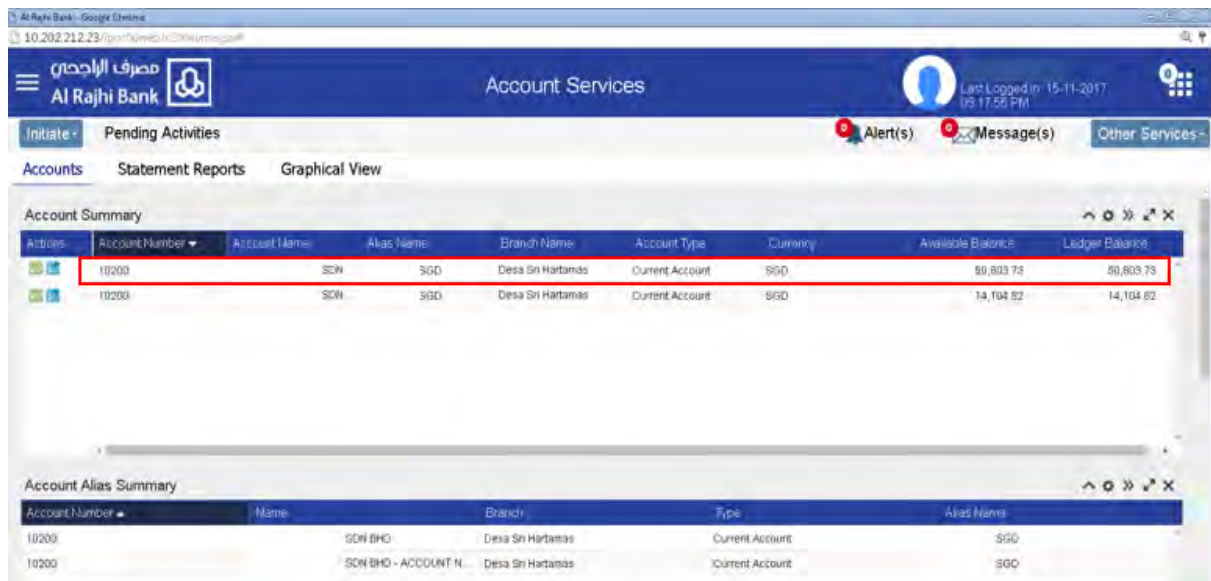
2.1 Account Summary

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

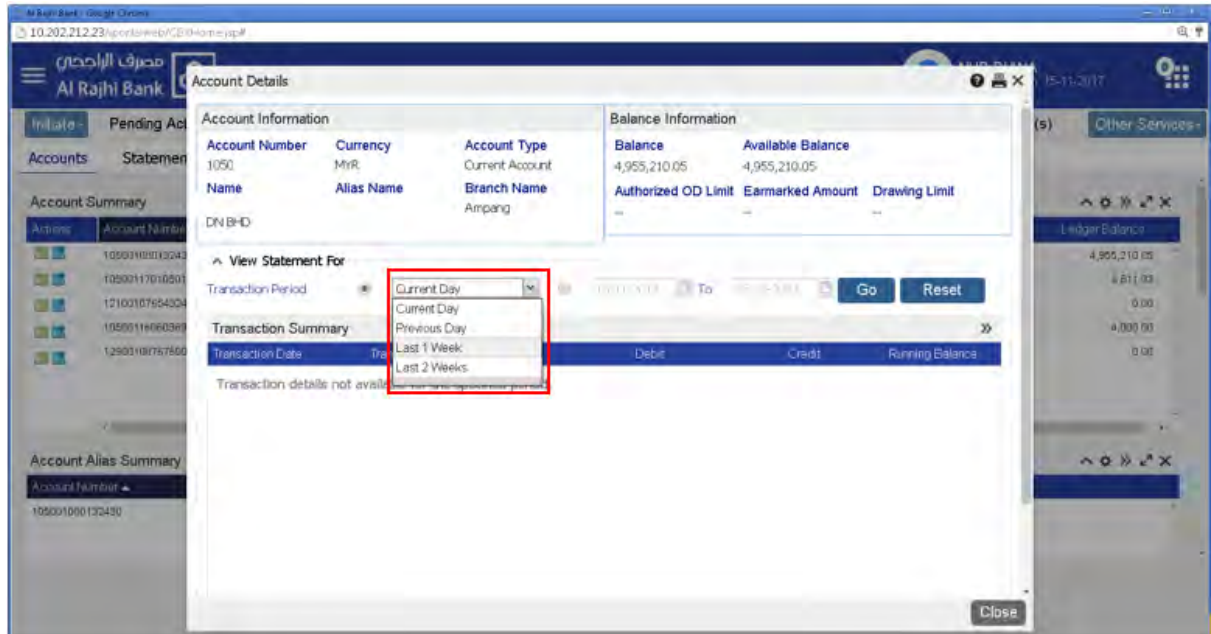


Step 3: Double-click on any Account Number displayed in Account Summary to view the Account Details. This view provides the details of the account such as Account information, Balance information and statement for a specific or pre-defined period.



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

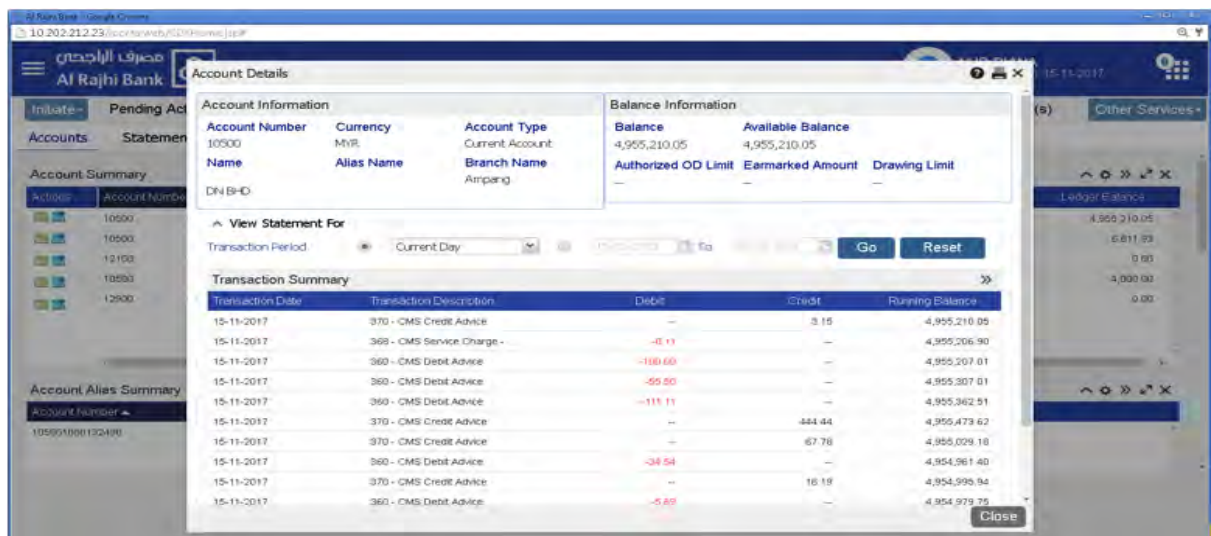
- (i) Current Day
- (ii) Previous Day
- (iii) Last 1 week
- (iv) Last 2 weeks
- (v) Date Range (within 1 month)



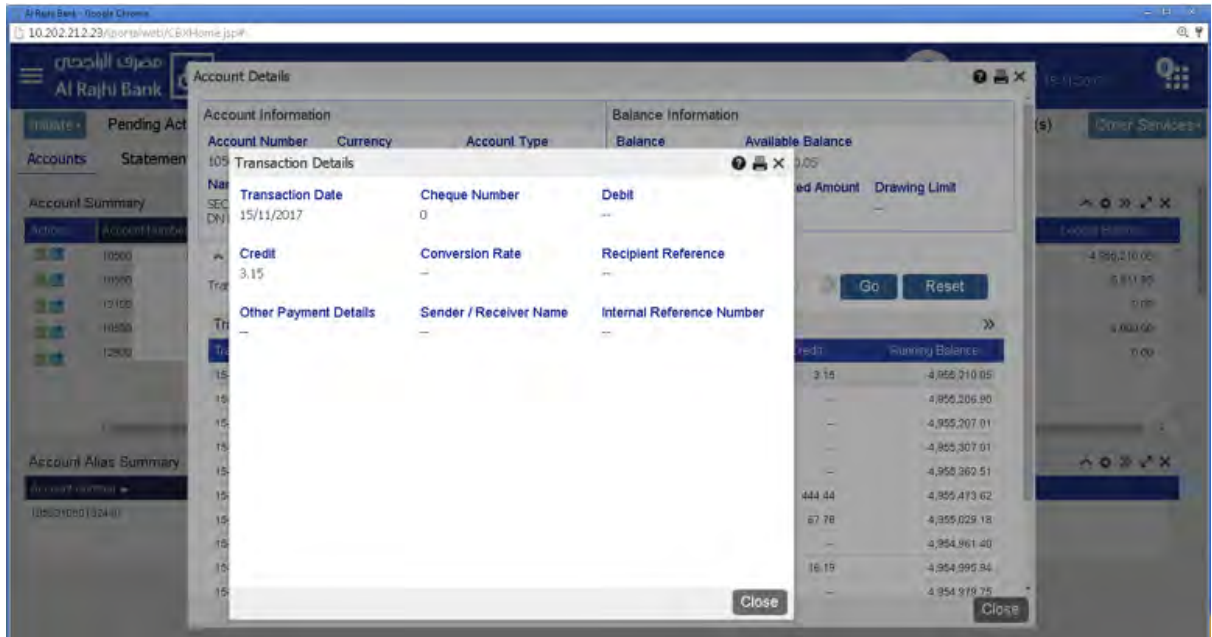
(i) Current Day

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

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

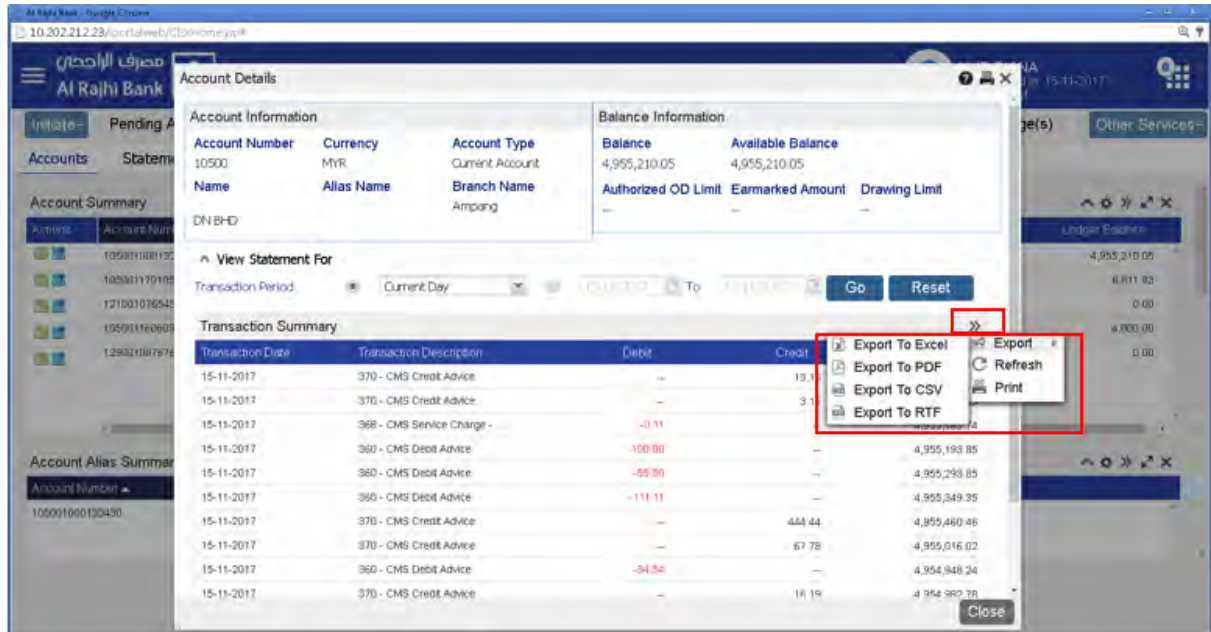


Step 3: Double-click on any transaction displayed in **Transactions Summary** to view the details



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

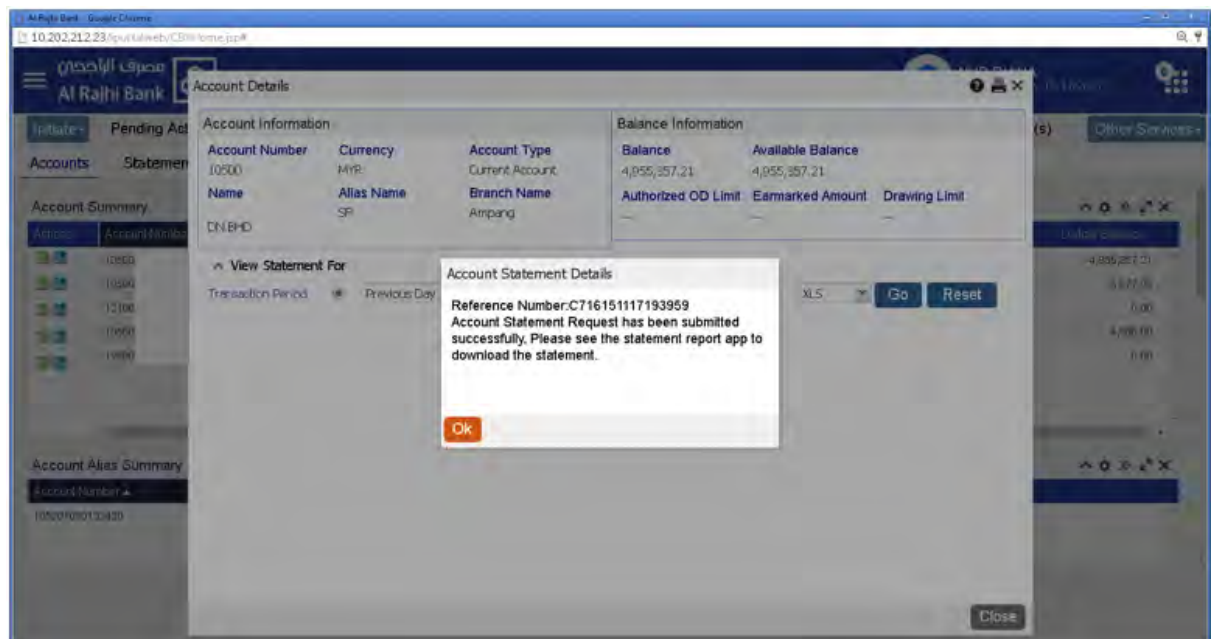
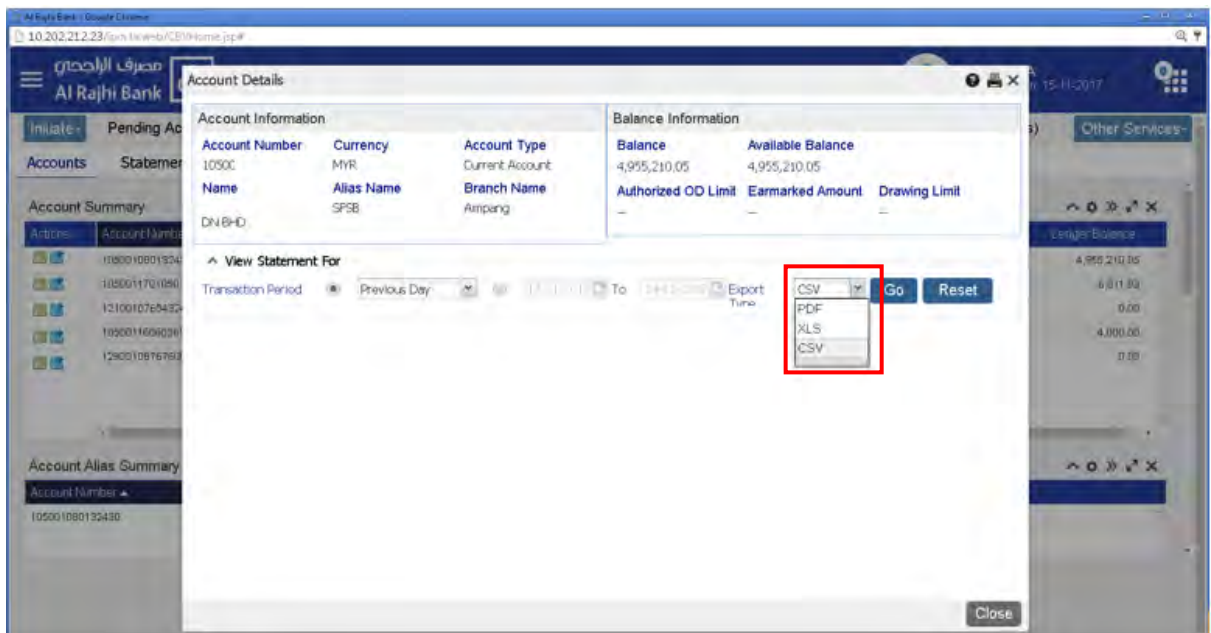


(ii) Previous Day or Last 1 Week or Last 2 Weeks

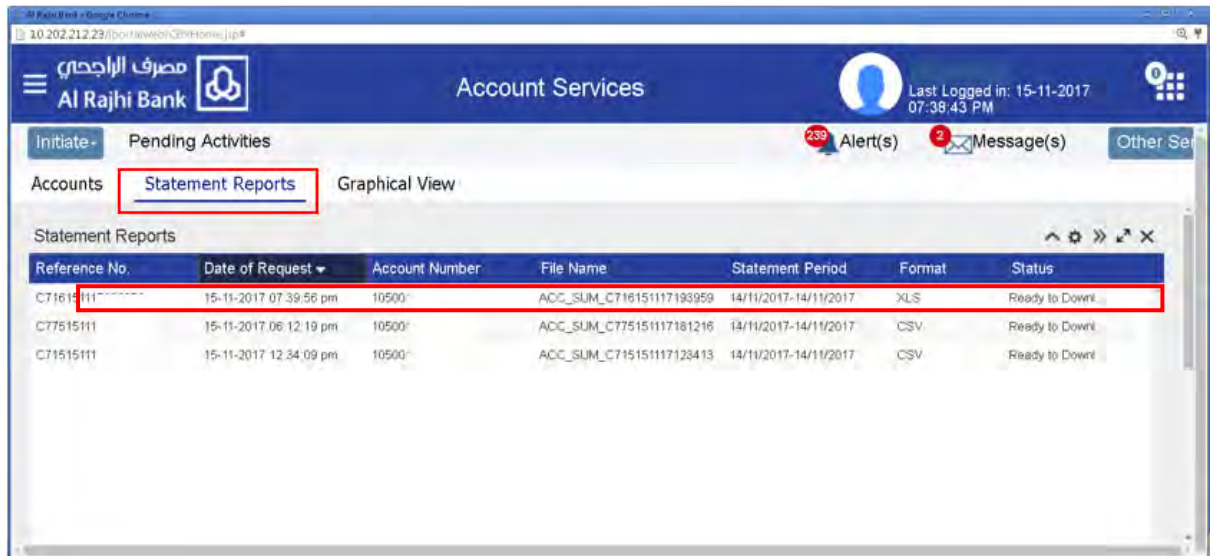
Step 1: Go to Transaction Period > Choose as Previous Day or Last 1 Week or Last 2 Weeks

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

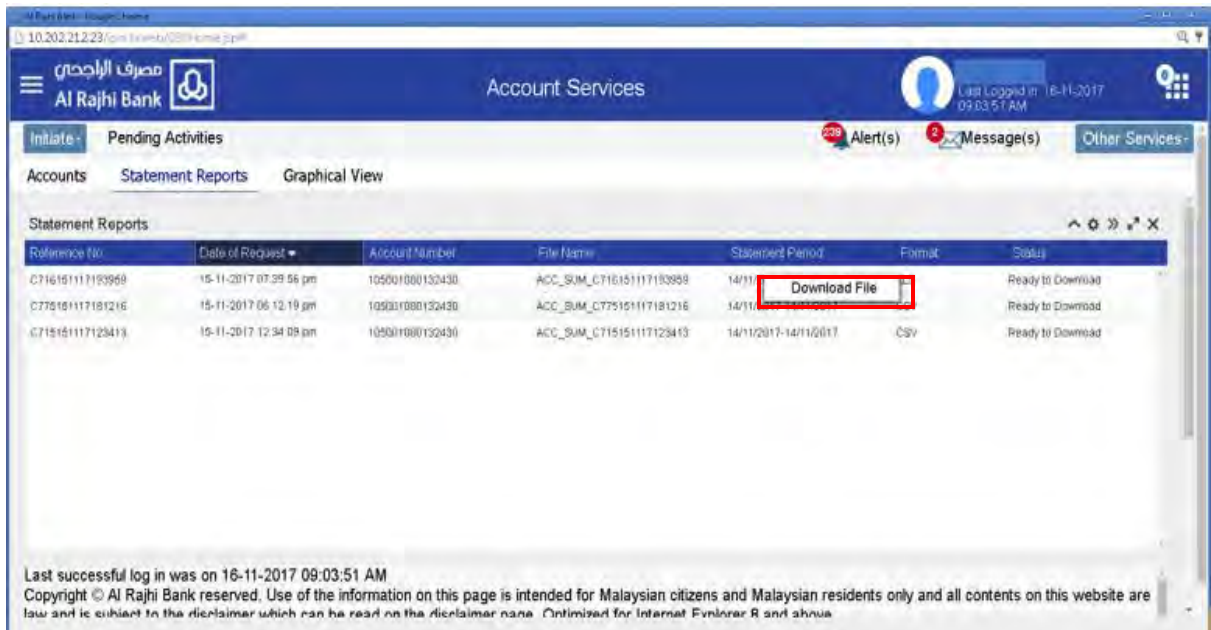
Step 3: Click Go > Account Statement Details message will be prompted > Account Statement will be generated in Statement Report app > Click OK > Click Close



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

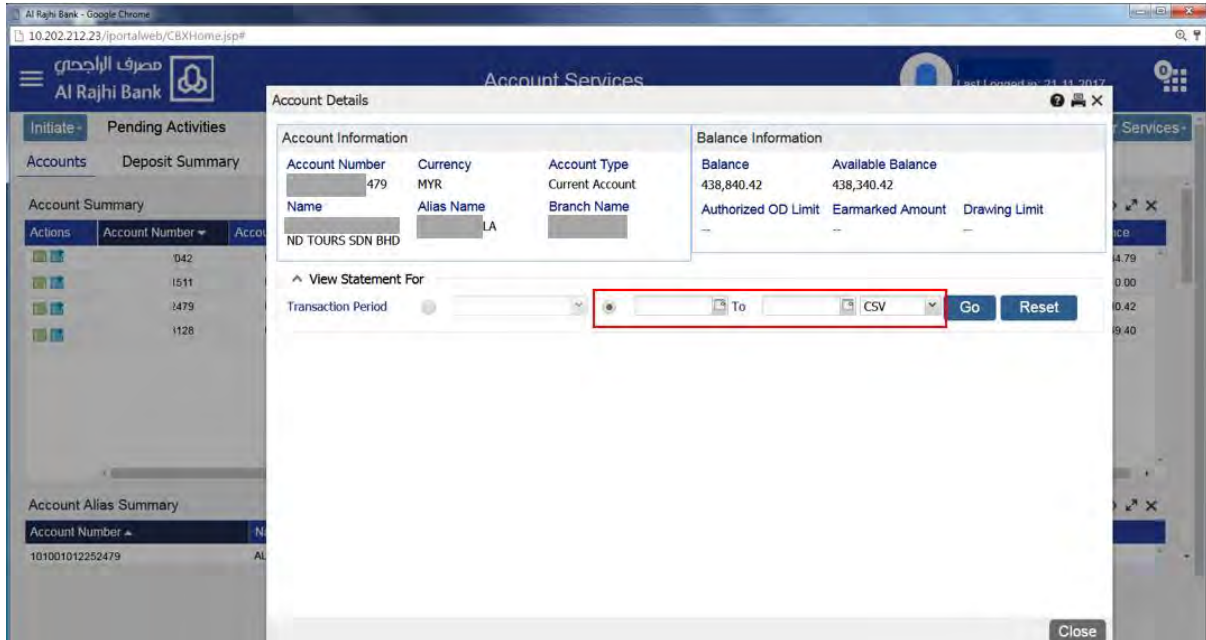


Step 5: Click on Download File > Account Statement will be generated

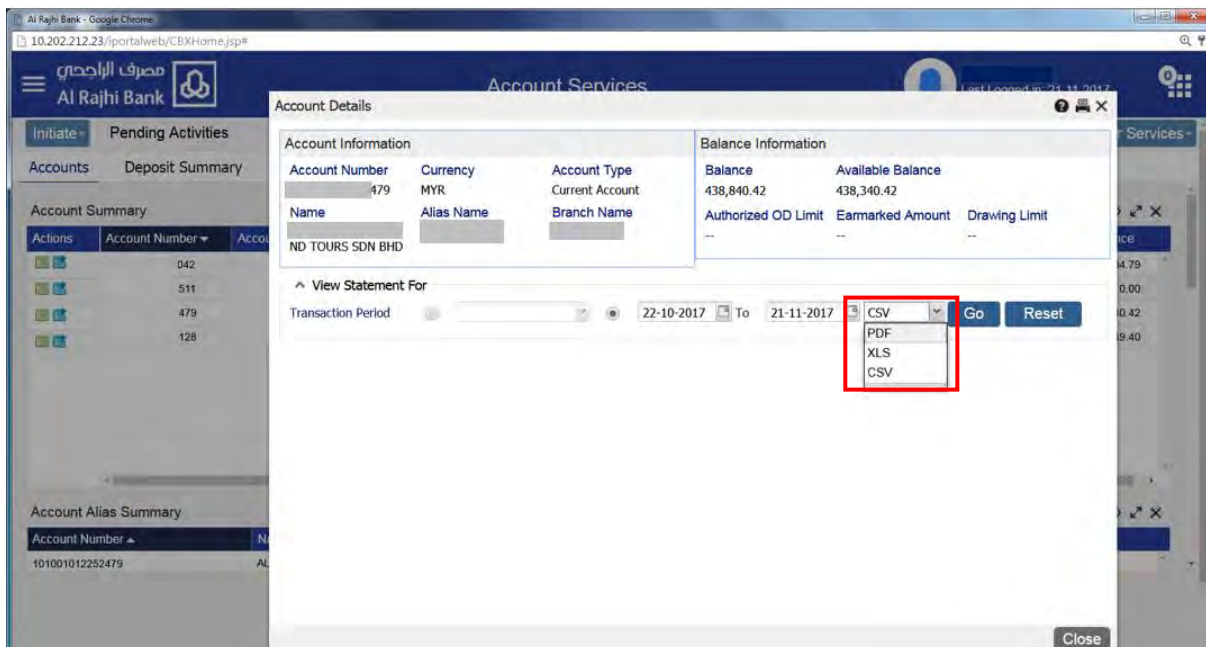


(iii) Date Range (up to 1 month)

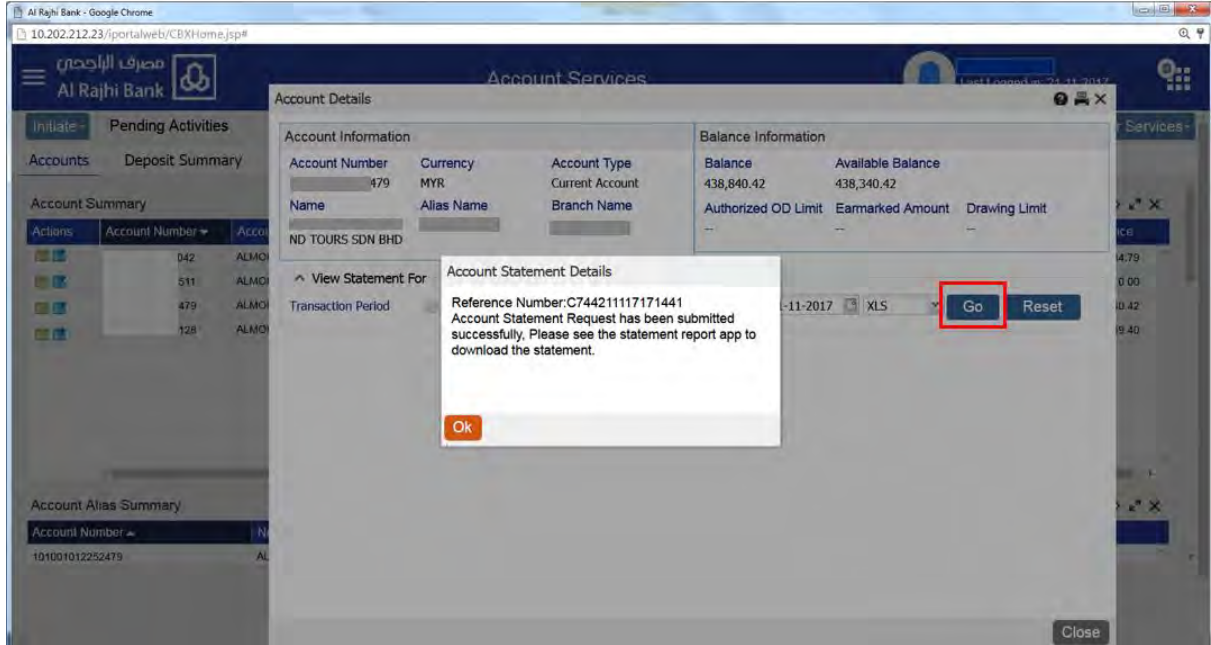
Step 1: Go to Transaction Period > Choose date range (within 1 month period only)



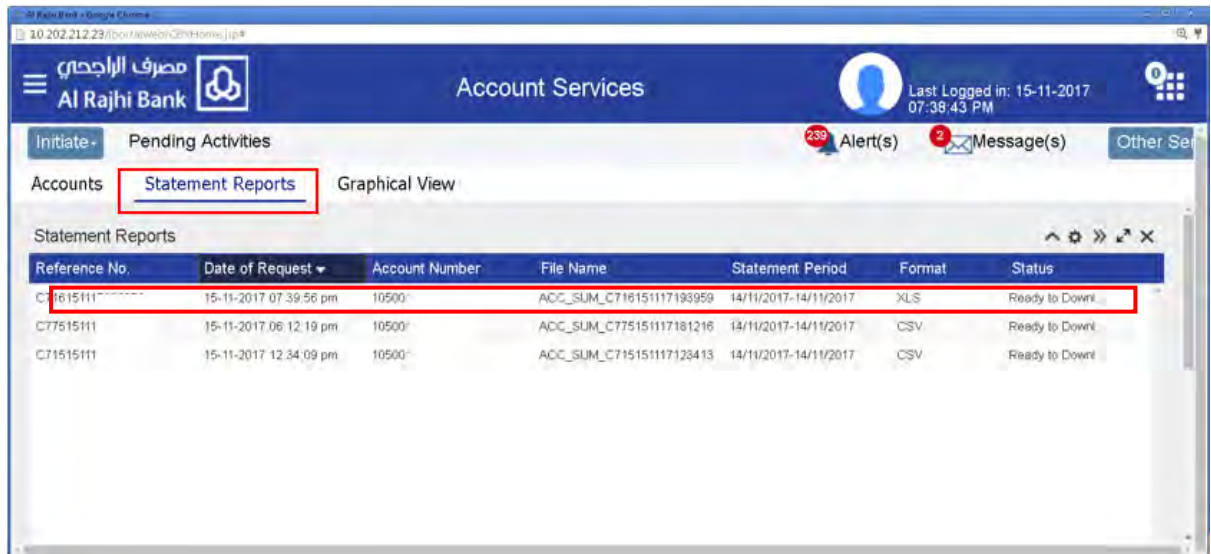
Step 2: Go to dropdown > Choose as CSV or XLS or PDF



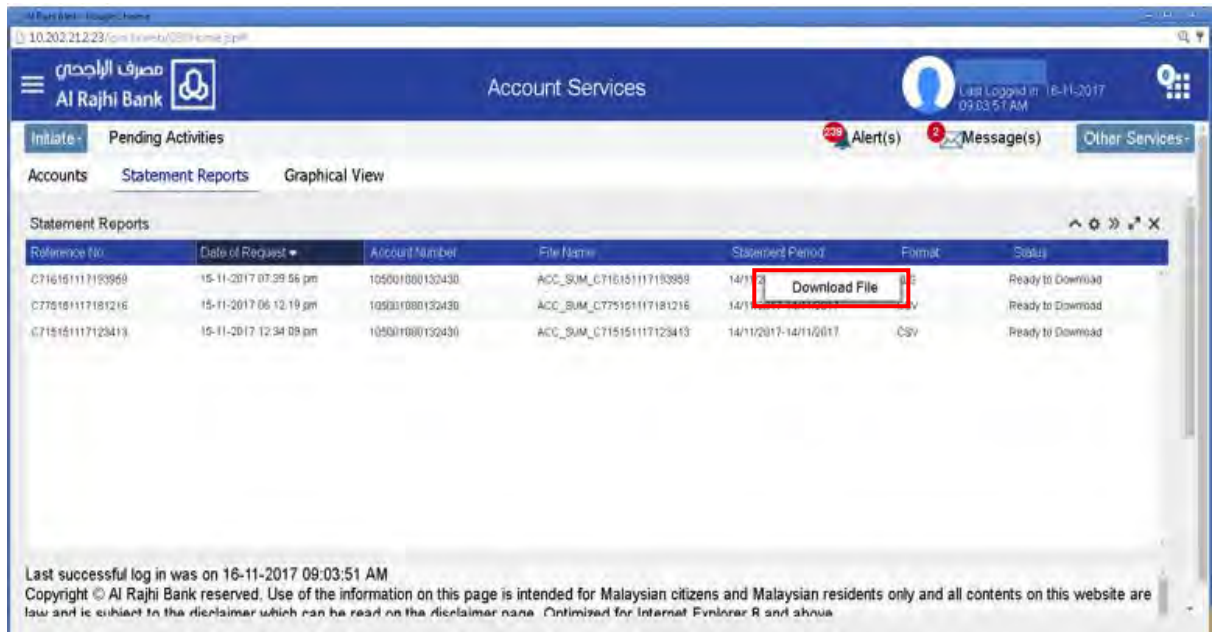
Step 3: Click Go > Account Statement Details message will be prompted > Account Statement will be generated in Statement Report app > Click OK > Click Close



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

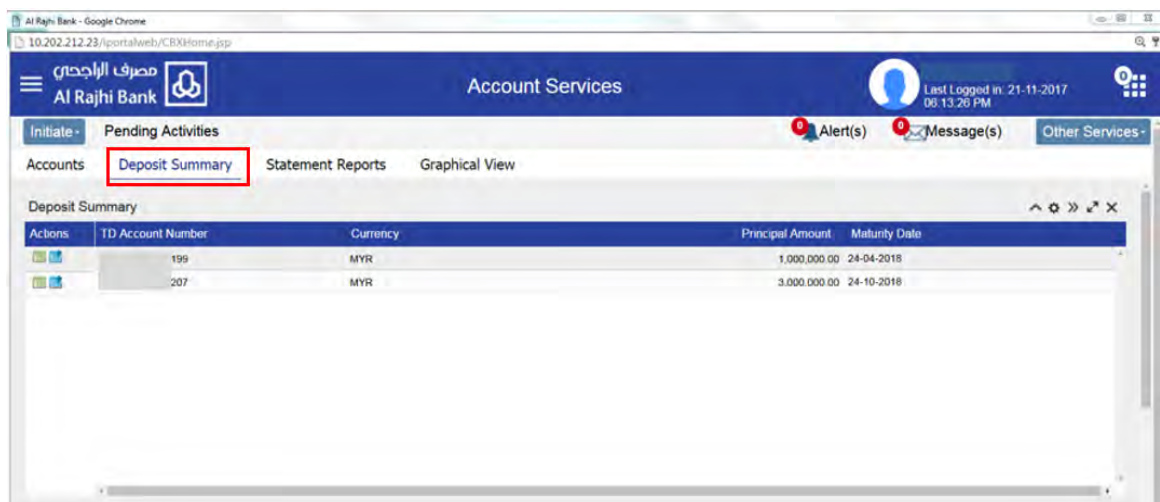


2.2 Deposit Summary

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



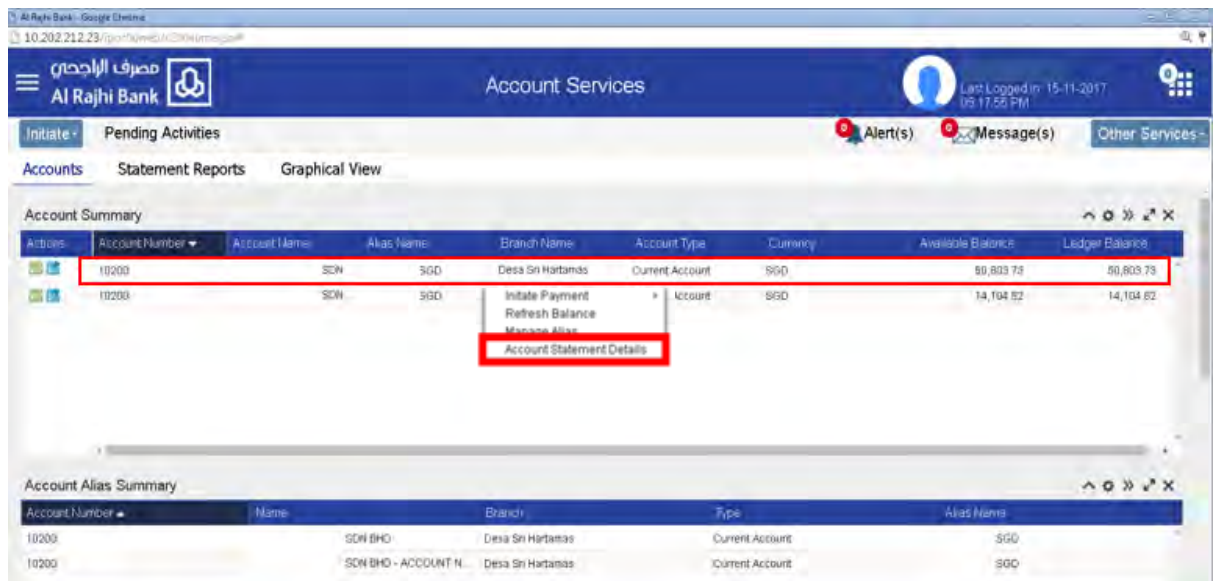
Section 3: Retrieve PDF Account Statement (e-Statement)

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

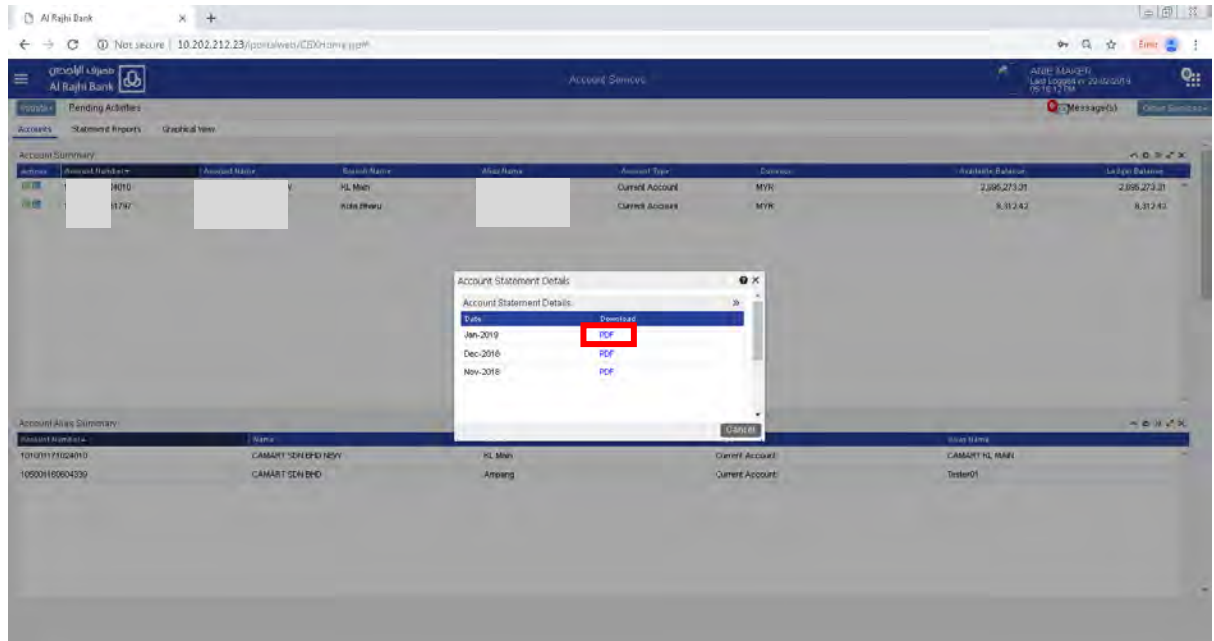
Step 2: Go to Account Services > List of Account Summary is shown



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 easy 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

The top screenshot shows the 'Account Services' dashboard with the 'Account Alias Name' menu item highlighted. Below it is a table of accounts:

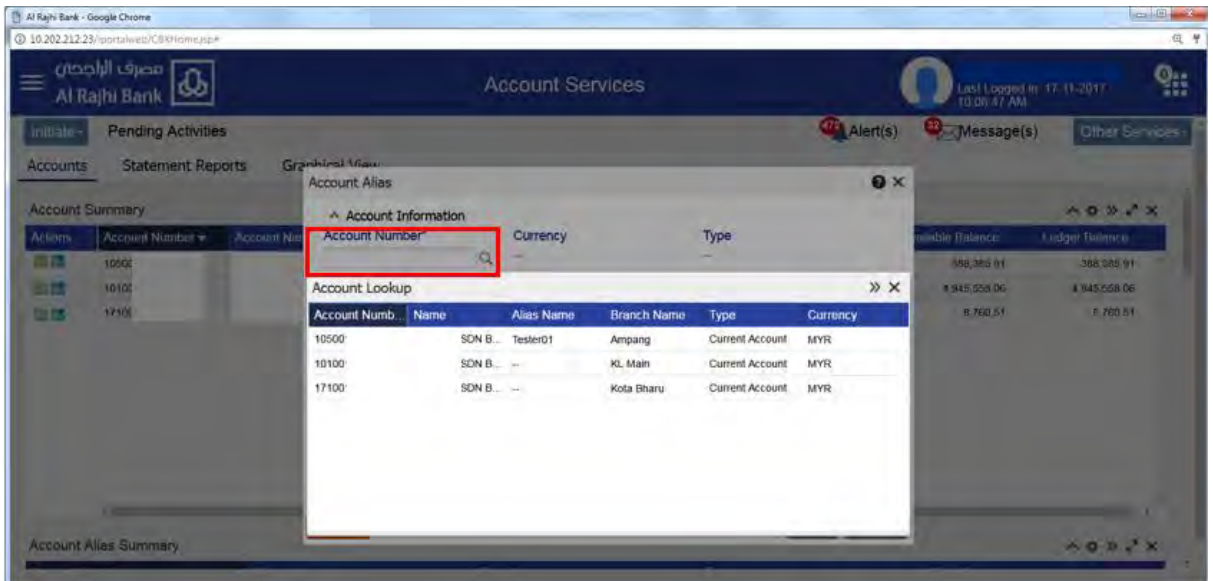
Actions	Account Number	Account Name	Alias Name	Branch Name	Account Type	Currency	Available Balance	Ledger Balance
	10500	BHD		Ampang	Current Account	MYR	388,385.91	388,385.91
	10100	BHD - NEW		KL Main	Current Account	MYR	4,945,558.06	4,945,558.06
	17100	BHD		Kota Bharu	Current Account	MYR	8,760.51	8,760.51

The bottom screenshot shows the 'Account Alias' dialog box with the following fields:

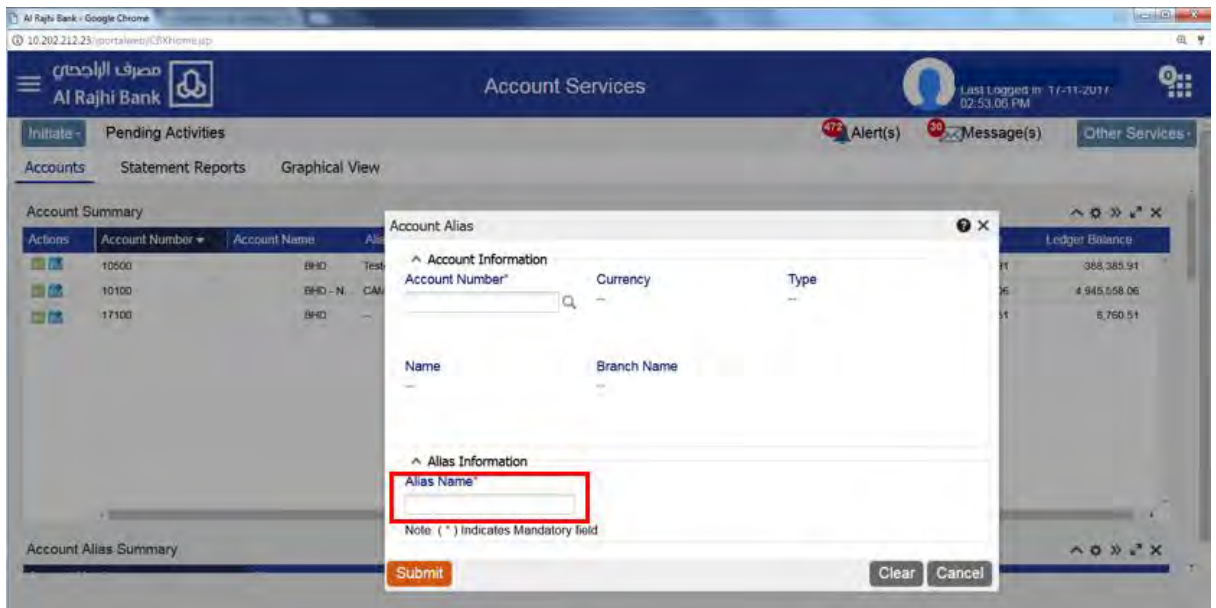
- Account Information:** Account Number*, Currency, Type
- Alias Information:** Name, Branch Name, Alias Name*

Note: (*) Indicates Mandatory field

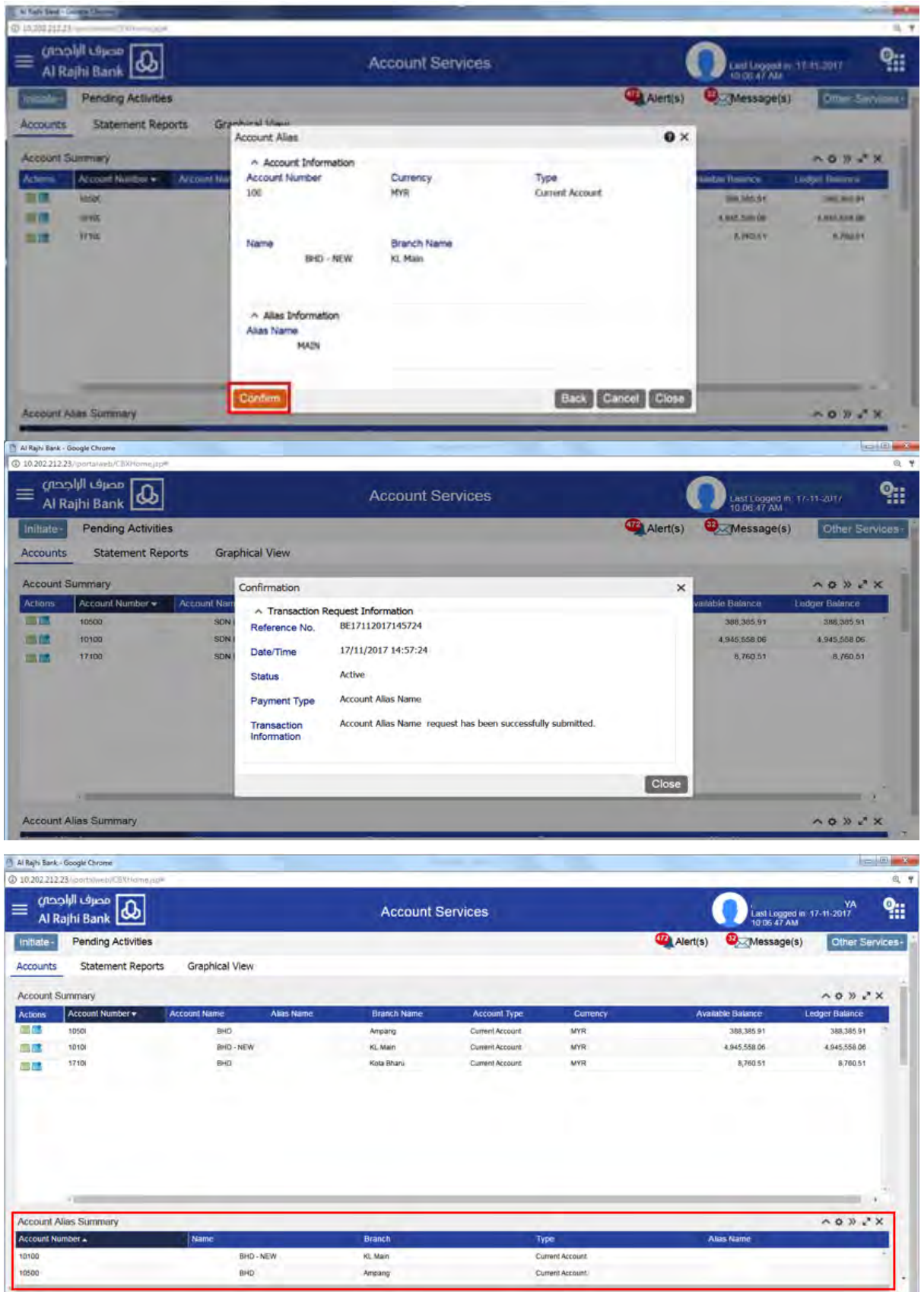
Step 3: Go to Account Number (for debiting). All details will be shown



Step 4: Insert the Alias Name > Click Submit



Step 5: Click Confirm. Confirmation screen will be prompted





For further inquiries, kindly contact our support at:
cmsops@alrajhibank.com.my