



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*

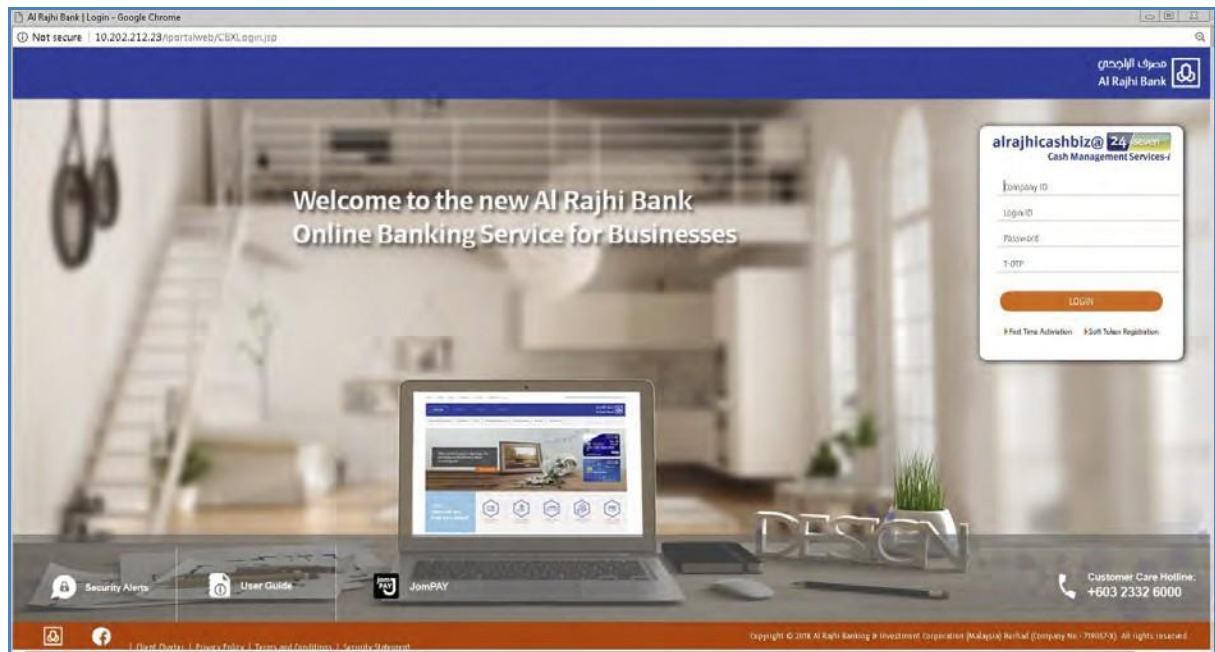
Section 3: Retrieve PDF Account Statement (e-statement)

Section 4: Maintaining Account Alias Name

Section 1: System Login

Step 1: Go to Cash Management Services-i or <https://alrajhicashtbiz24seven.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)

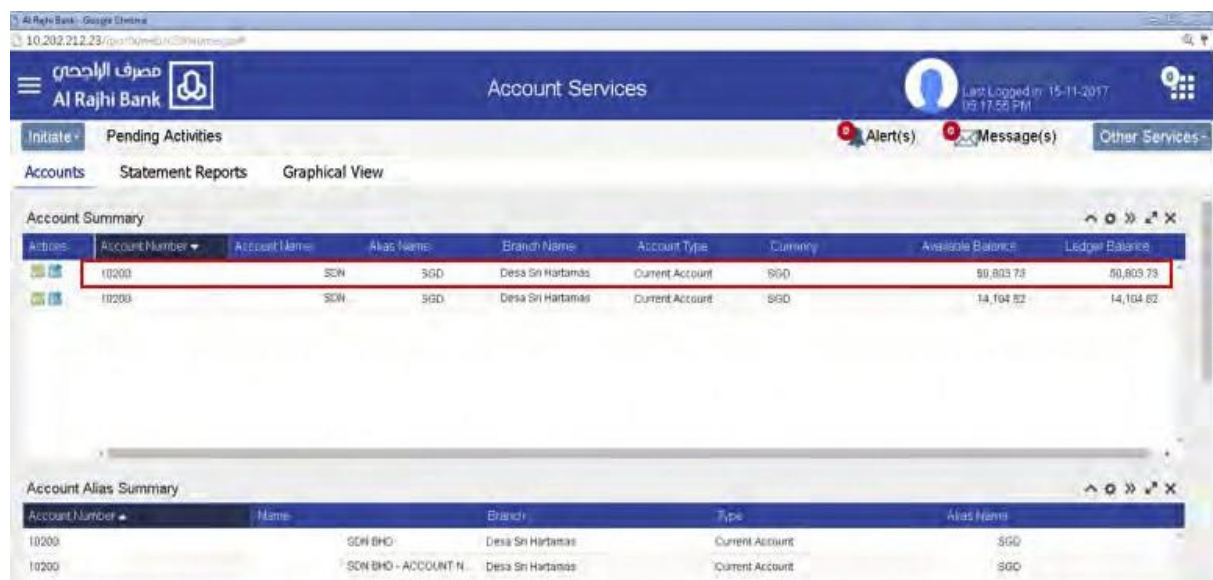
2.1 Account Summary

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

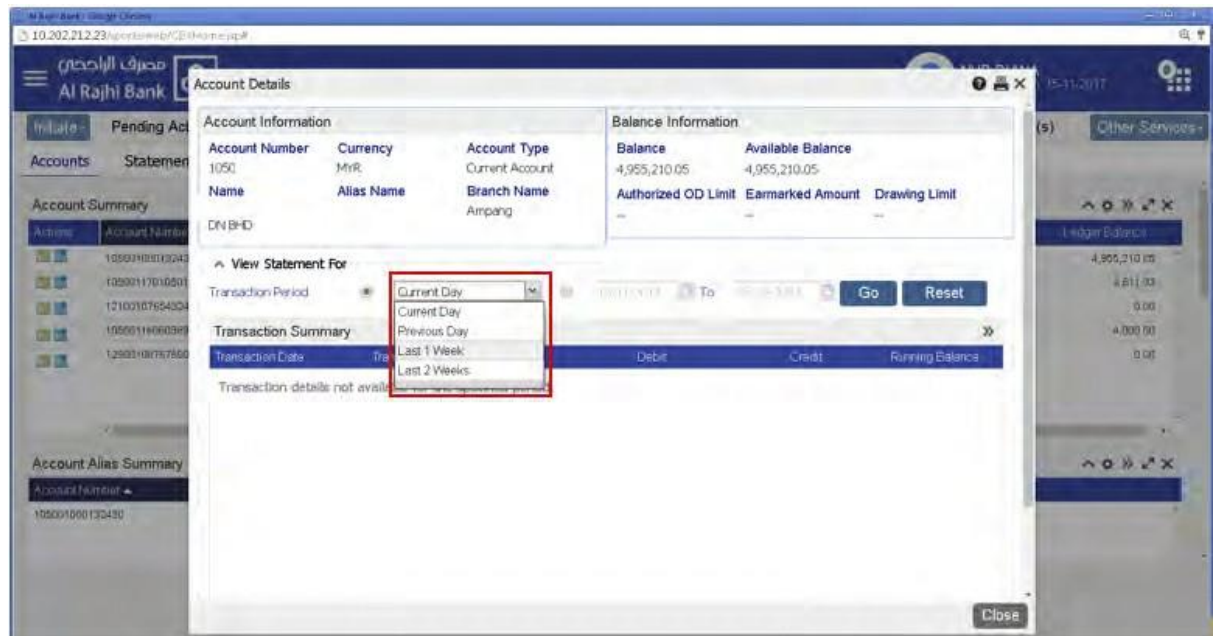


Step 3: Double-click on any Account Number displayed in **Account Summary** to view the Account Details. This view provides the details of the account such as Account information, Balance information and statement for a specific or pre-defined period.



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

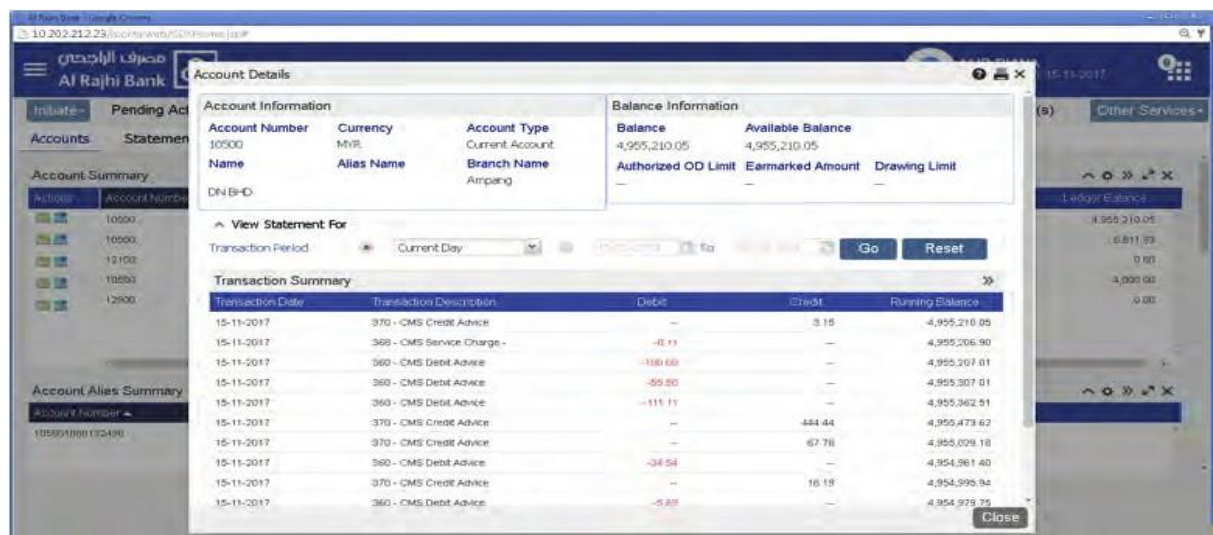
- (i) Current Day
- (ii) Previous Day
- (iii) Last 1 week
- (iv) Last 2 weeks
- (V) Date Range (within 1 month)



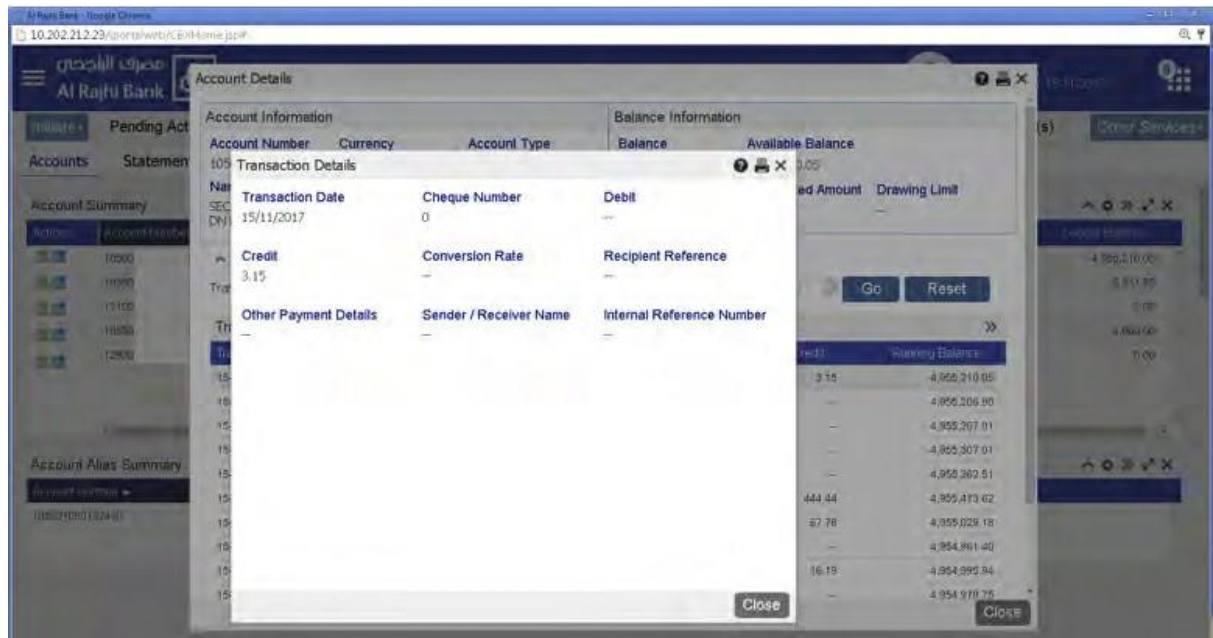
(i) Current Day

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

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

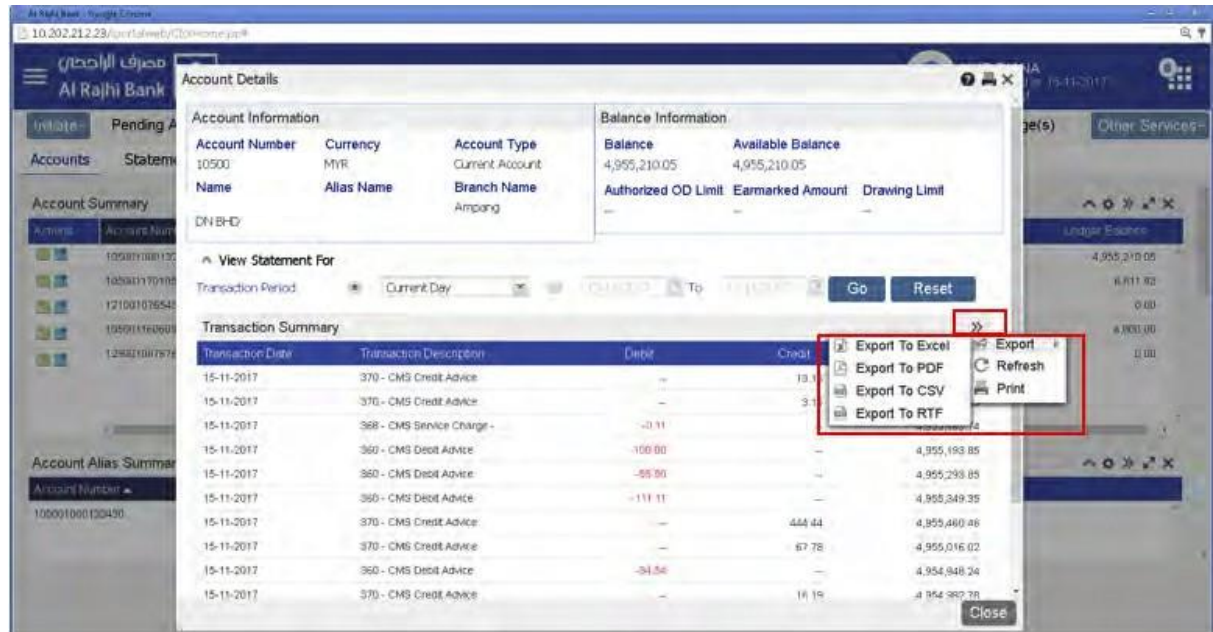


Step 3: Double-click on any transaction displayed in **Transactions Summary** to view the details



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

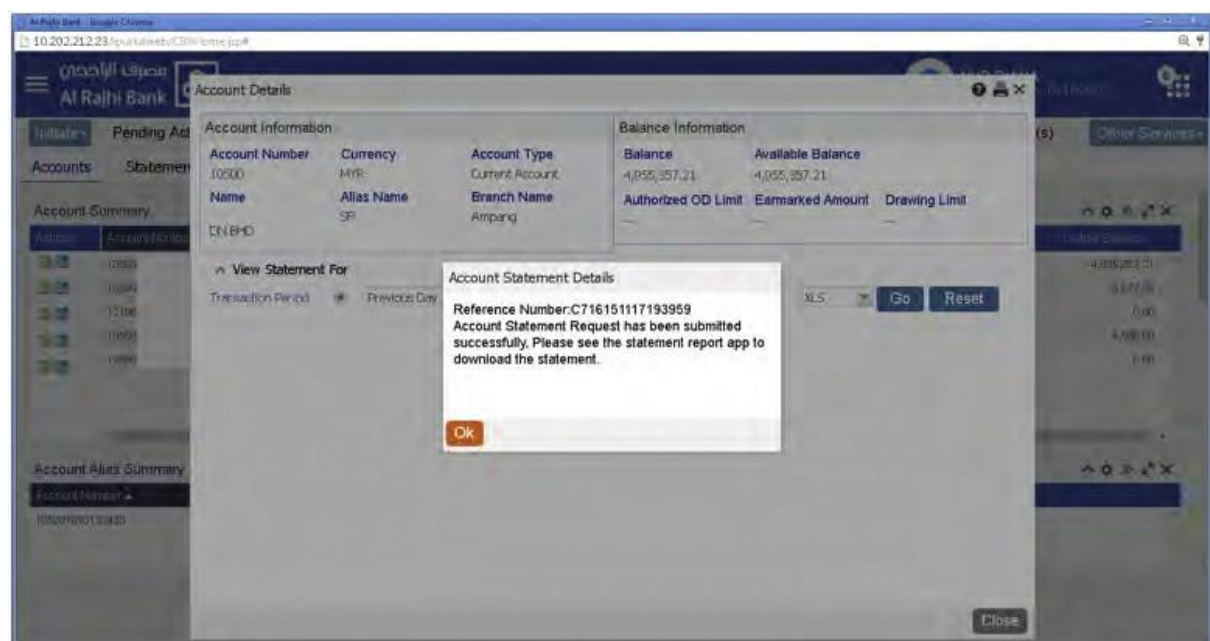
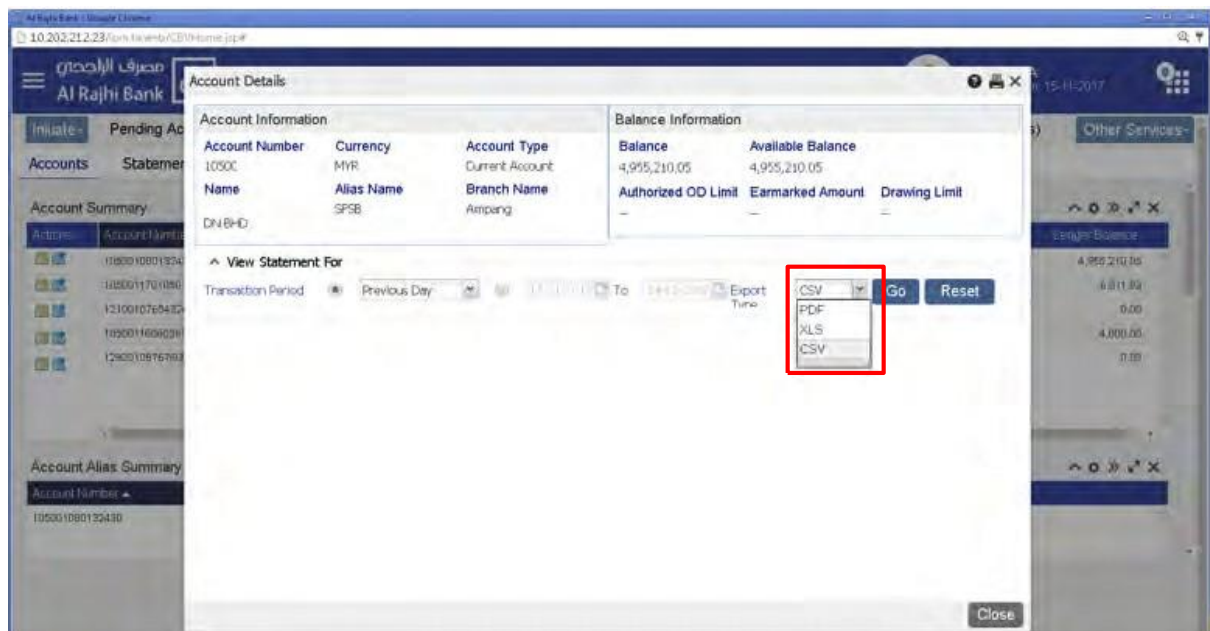


(ii) Previous Day or Last 1 Week or Last 2 Weeks

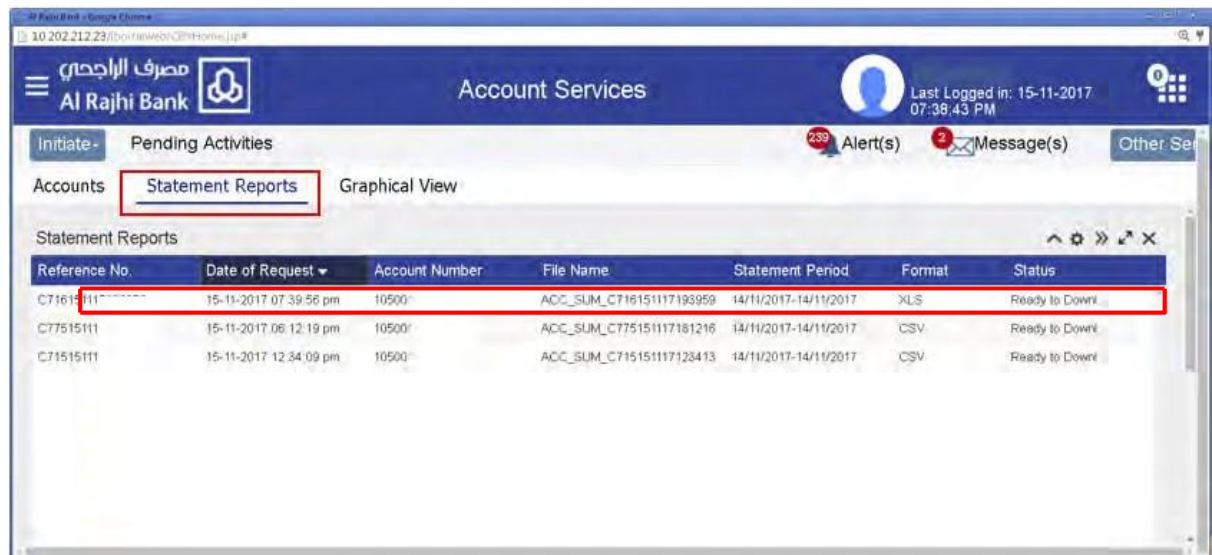
Step 1: Go to Transaction Period > Choose as Previous Day or Last 1 Week or Last 2 Weeks

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)

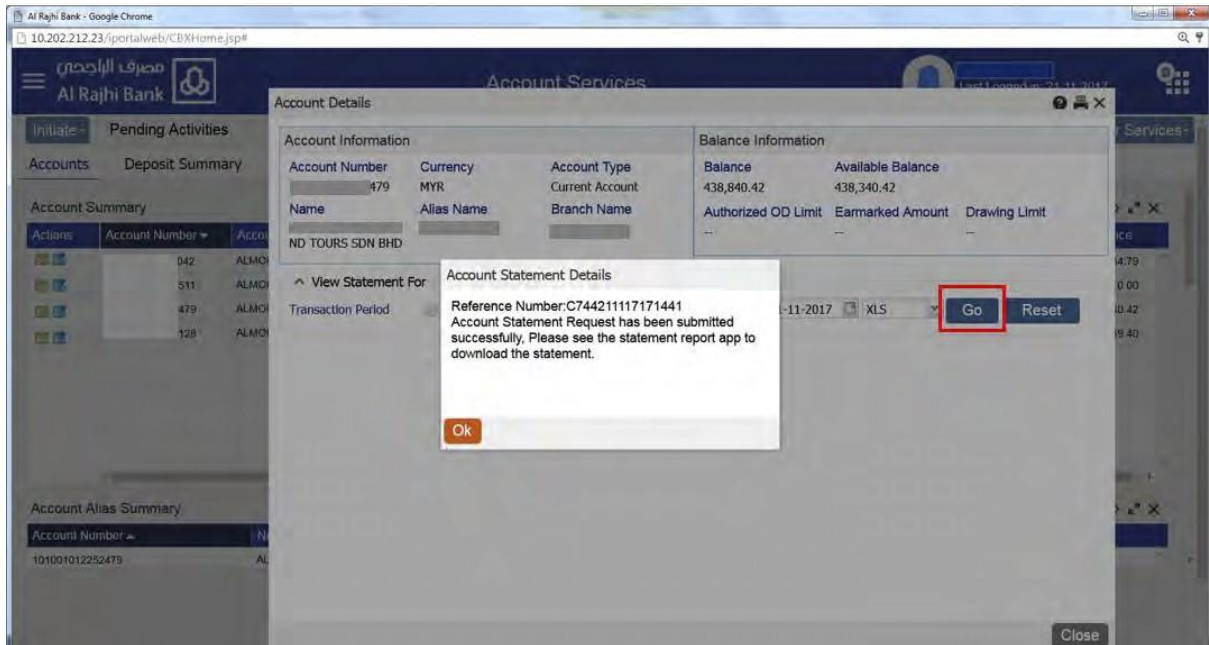
Step 1: Go to Transaction Period > Choose date range (within 1 month period only)

The screenshot shows the 'Account Details' window for 'ND TOURS SDN BHD'. The 'View Statement For' section has a 'Transaction Period' dropdown menu highlighted with a red box. The 'Go' and 'Reset' buttons are visible to the right of the dropdown.

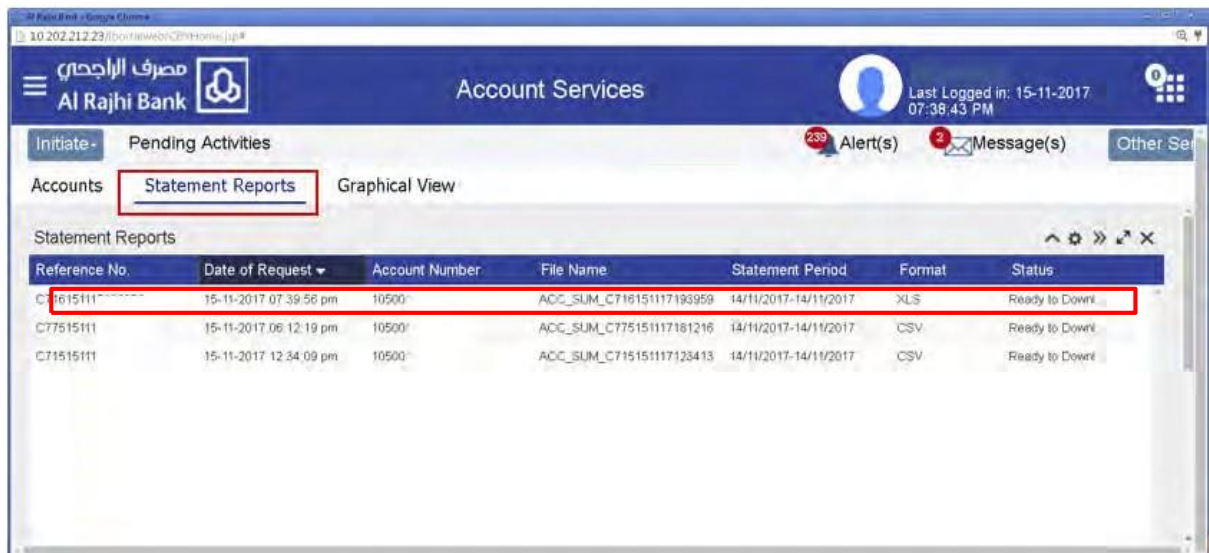
Step 2: Go to dropdown > Choose as CSV or XLS or PDF

The screenshot shows the 'View Statement For' section with the 'Transaction Period' dropdown menu open. The dropdown menu is highlighted with a red box, showing the following options: CSV, PDF, XLS, and CSV. The 'Go' and 'Reset' buttons are visible to the right of the dropdown.

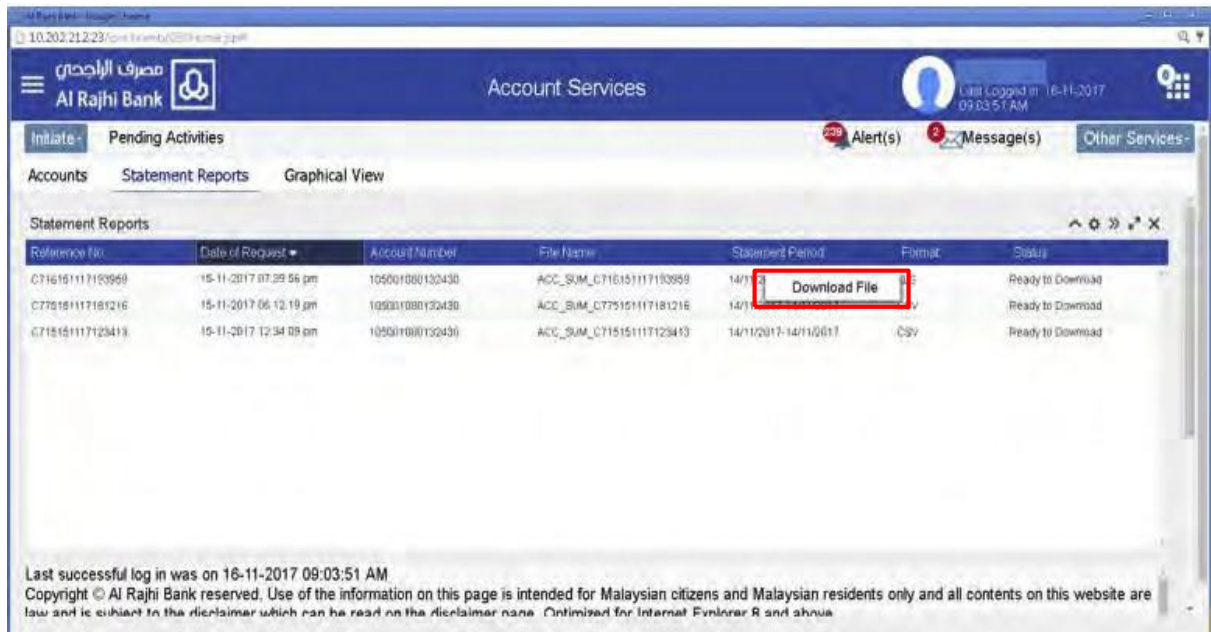
Step 3: Click Go > Account Statement Details message will be prompted > Account Statement will be generated in Statement Report app > Click OK > Click Close



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

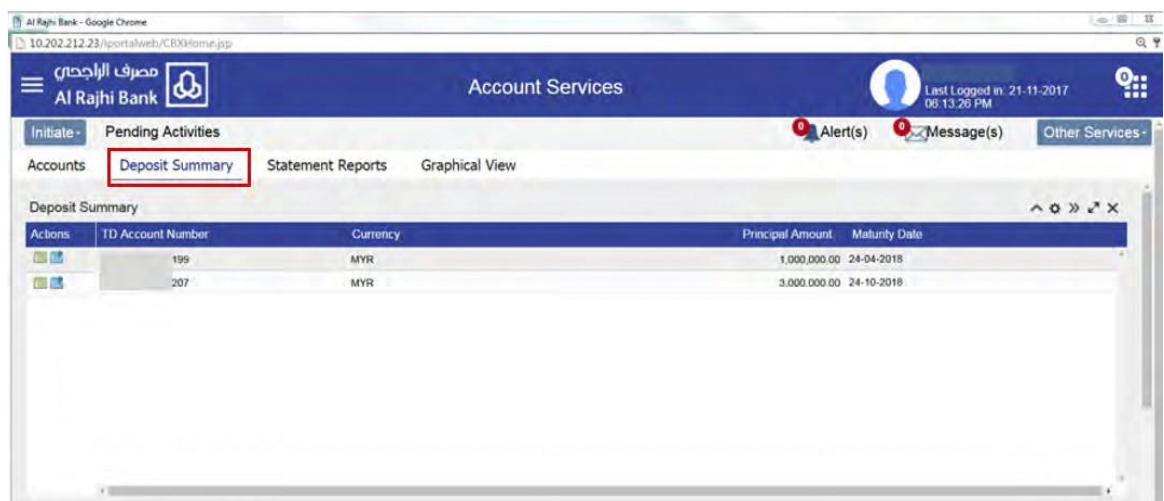




2.2 Deposit Summary

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



Actions	TD Account Number	Currency	Principal Amount	Maturity Date
	199	MYR	1,000,000.00	24-04-2018
	207	MYR	3,000,000.00	24-10-2018

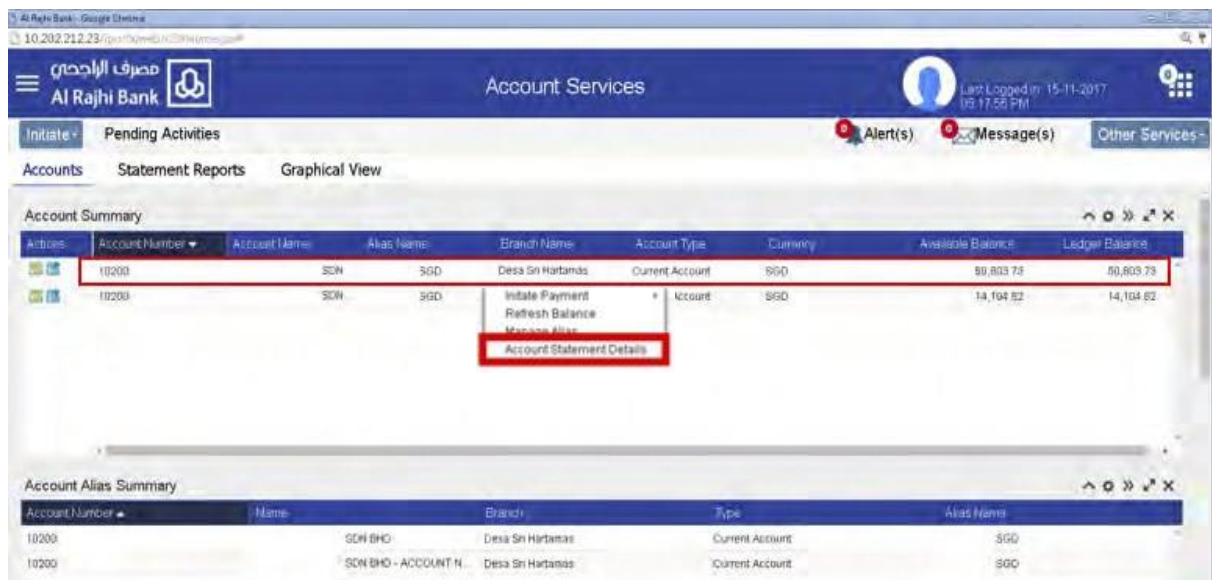
Section 3: Retrieve PDF Account Statement (e-Statement)

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

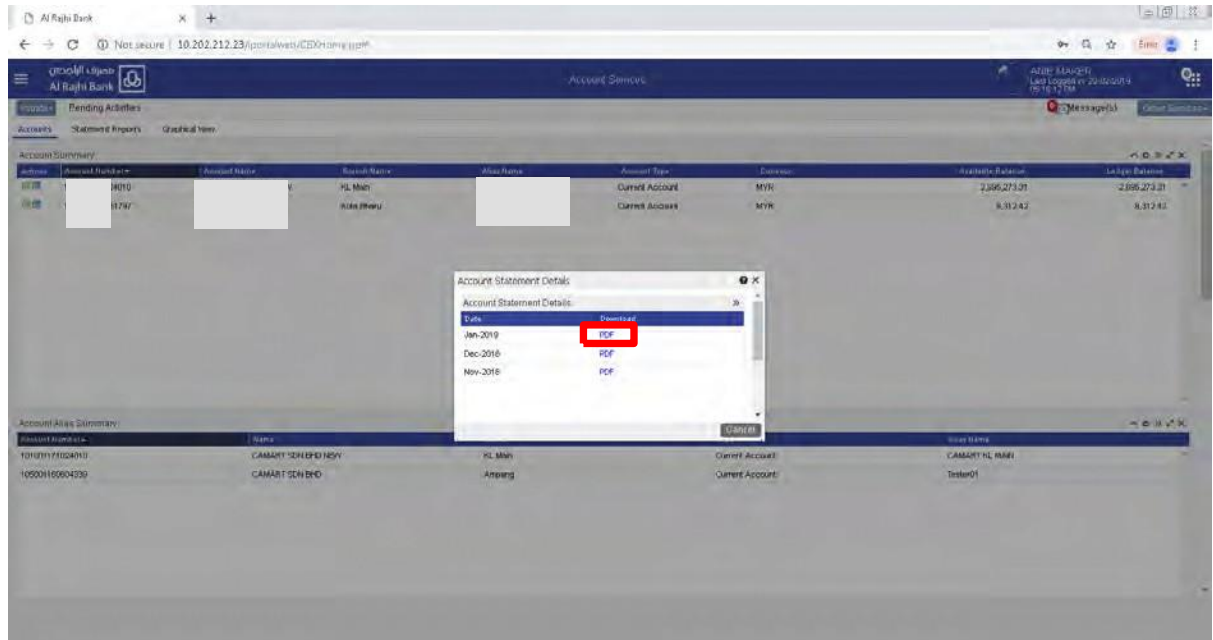
Step 2: Go to Account Services > List of Account Summary is shown



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

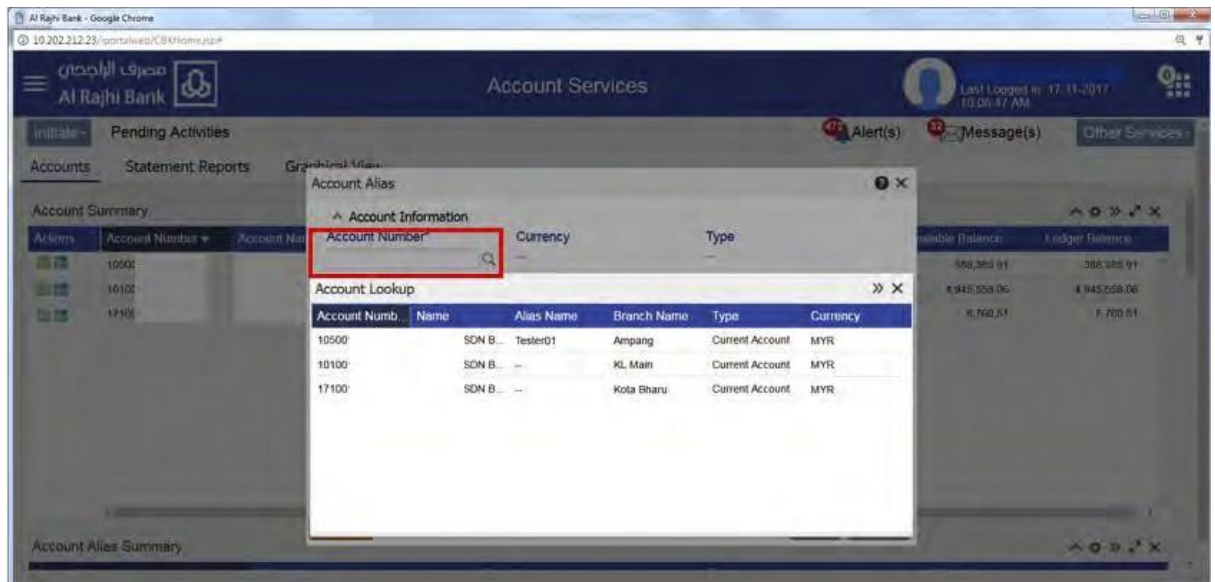
The top screenshot shows the Al Rajhi Bank Account Services portal. The 'Initiate' menu is expanded, and 'Account Alias Name' is highlighted. A red arrow points from this menu item to the 'Account Alias' dialog box in the bottom screenshot.

The bottom screenshot shows the 'Account Alias' dialog box. It contains the following fields:

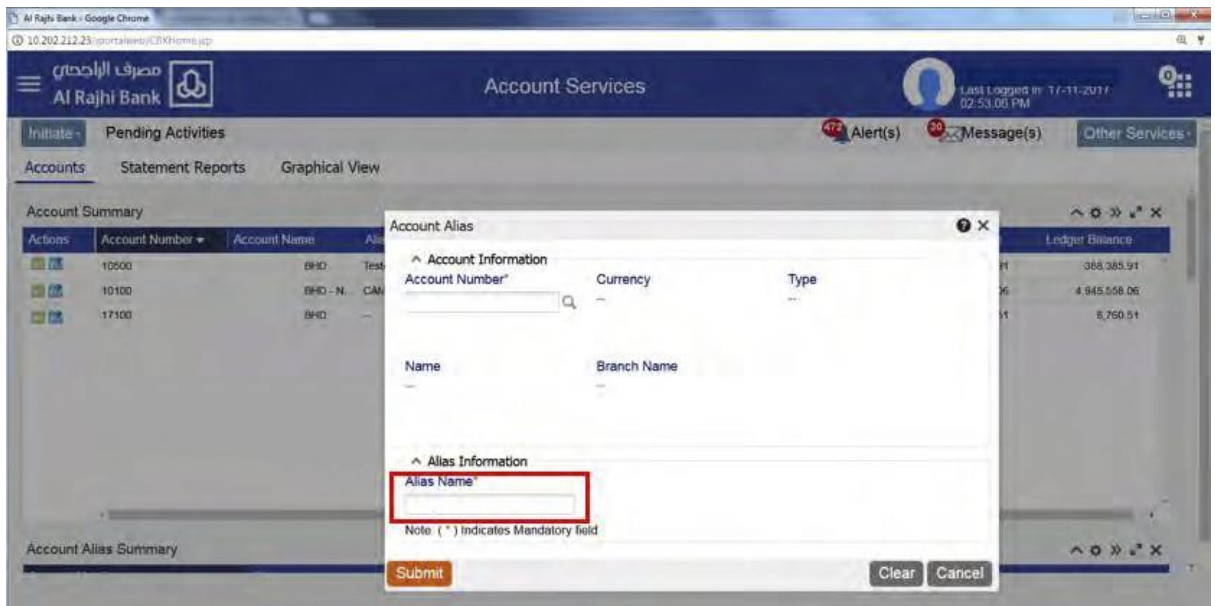
- Account Information:**
 - Account Number* (with a search icon)
 - Currency
 - Type
- Alias Information:**
 - Alias Name*

Below the fields, there is a note: "Note: (*) Indicates Mandatory field". At the bottom of the dialog box, there are three buttons: "Submit", "Clear", and "Cancel".

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

The first screenshot shows the 'Account Alias' dialog box with the following details:

Account Information	
Account Number	100
Currency	MYR
Type	Current Account
Name	BHD - NEW
Branch Name	KL Main

The 'Alias Information' section shows:

Alias Information	
Alias Name	MADN

The 'Confirm' button is highlighted in red.

The second screenshot shows the 'Confirmation' dialog box with the following details:

Transaction Request Information	
Reference No.	BE17112017145724
Date/Time	17/11/2017 14:57:24
Status	Active
Payment Type	Account Alias Name
Transaction Information	Account Alias Name: request has been successfully submitted.

The 'Close' button is highlighted in red.

The third screenshot shows the 'Account Alias Summary' table:

Actions	Account Number	Account Name	Alias Name	Branch Name	Account Type	Currency	Available Balance	Ledger Balance
	1000	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 'Account Alias Summary' table is highlighted with a red border.



For further inquiries, kindly contact our support at:
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