



CMS-i Cross Border Fund Transfer User Guide

Preparing Payment & Authorization

Version : 2.0

Last updated: 15th April 2021



Overview

This document will guide you on preparing Cross Border Fund Transfer (CBFT) payment via CMS-i.



Section 1: Introduction

Section 2: System Login

Section 3: Preparing Cross Border Fund Transfer payment (Maker)

Section 4: Authorization of Cross Border Fund Transfer payment (Checker)

Section 5: Maintenance of Beneficiary Information

5.1 Beneficiary Maintenance - Creation by Maker

5.1 Beneficiary Maintenance - Authorization by Checker

Section 6: Checking of Payment Status



Section 1: Introduction

This is a quick user guide of Cross Border Fund Transfer module of Cash Management Services-i. It takes user through the various stages in the submission of a Cross Border Fund Transfer payment and the related Beneficiary Maintenance screen.

There are 2 transfer types under Cross Border Fund Transfer (CBFT):

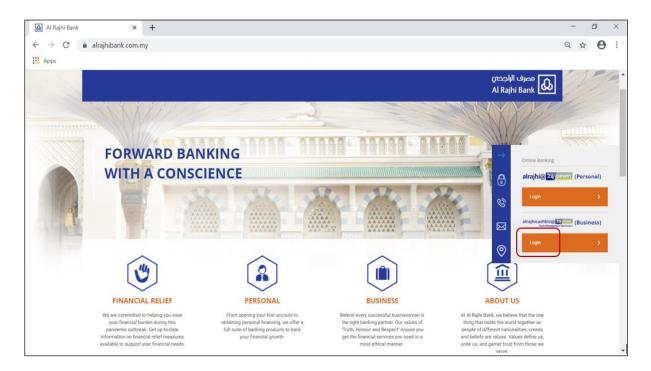
Payment Module	Transfer Type	Description
Cross Border Fund Transfer (CBFT)	Malaysian Ringgit (MYR) to Foreign Currency (FCY)	 Fund transfer from Al - Rajhi bank account (MYR) to another account with other financial institutions in Foreign Currency (FCY) Example: XXX Bhd in MYR (Al-Rajhi) transfer to JKL Pte Ltd in USD (XYZ Bank, London)
	Foreign Currency (FCY) to Foreign Currency (FCY) using the same currency	Fund transfer from Al - Rajhi bank account (FCY) to another account with other financial institutions in Foreign Currency (FCY)
		Only transfer for the same Foreign Currency is allowed (e.g: USD to USD)
		 Cross currency is not allowed (e.g : USD to SGD)
		• Example: XXX Bhd in USD (Al- Rajhi) transfer to JKL Pte Ltd in USD (XYZ Bank, London)



Section 2: System Login

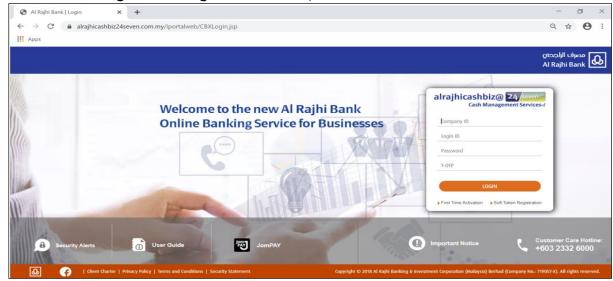
Step 1: Go to https://www.alrajhibank.com.my/

Click Login at the Cash Management Services-i or go to https://alrajhicashbiz24seven.com.my/



Step 2: Input Company ID, Login ID, Password and T-OTP**

(**T-OTP generated via the Soft Token Application for each login or during authorization)





Step 3: Click on Menu icon at the top left



Step 4: Click PAYMENTS



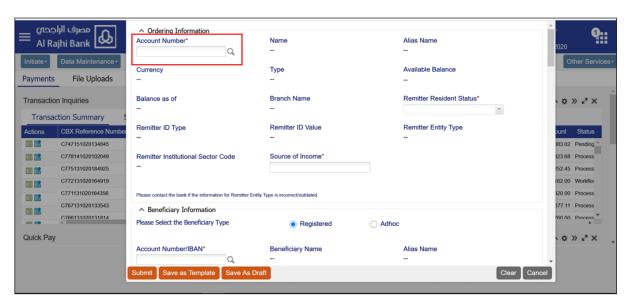
^{**}Refer to Section 3: Preparing Cross Border Fund Transfer payment by Maker

Section 3: Preparing Cross Border Fund Transfer payment (Maker)

Step 1: Go to Initiate > Payments > Cross Border Fund Transfer

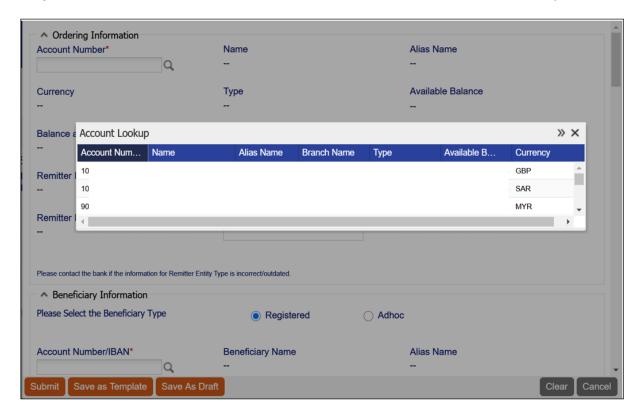


Step 2: Go to Account Number (for debiting) > Click search icon Q

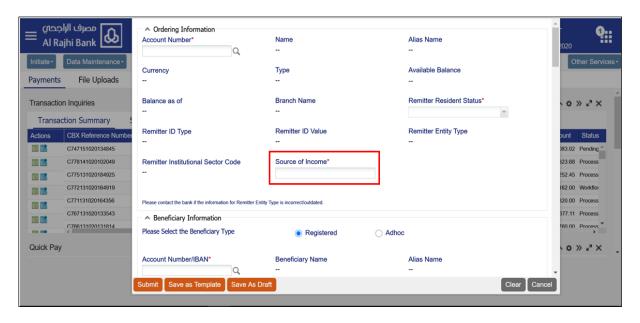




Step 3: Double click on the Account Number from the Account Lookup



Step 4: Enter Source of Income





Step 5: Click Adhoc > Insert beneficiary information in the respective columns :



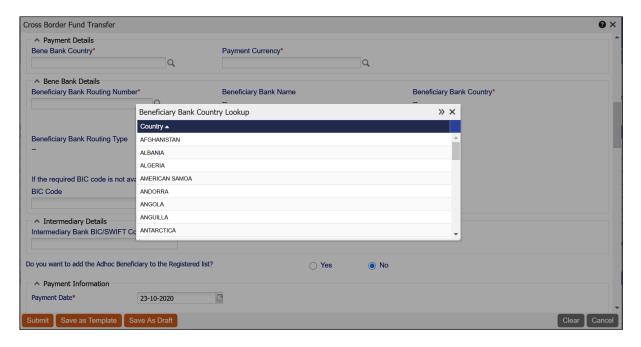
No	Column Name	Mandatory / Optional	Remarks
1	Beneficiary Type	Mandatory	Registered - Favorite BeneficiaryAdhoc - New Beneficiary
2	Account Number/IBAN	Mandatory	-
3	Beneficiary Name	Mandatory	-
4	Alias Name	Optional	Additional Beneficiary Name for ease of reference
5	Date of Birth	Conditional Mandatory	Individual - Mandatory Non Individual - Non Mandatory
6	Nationality	Mandatory	To choose from dropdown
7	Address Line 1	Mandatory	-
8	Address Line 2	Optional	-
9	Address Line 3	Optional	-
10	Beneficiary Resident Status	Mandatory	To choose from dropdown
11	Beneficiary ID Type	Mandatory	To choose from dropdown
12	Beneficiary ID Type Value	Mandatory	Business Registration No:eg:719057X Passport No. e.g A12345678 IC No. e.g 888888108888
13	Beneficiary Entity Type	Mandatory	To choose from dropdown



Step 6: Go to Bene Bank Country > Click on lookup



Step 7: Choose Beneficiary Bank Country > Double Click

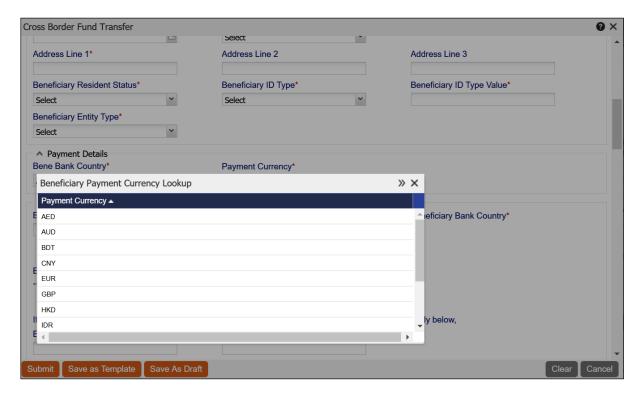


Step 8: Go to Payment Currency > Click on lookup

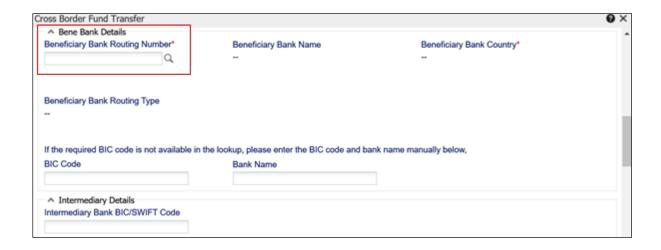




Step 9: Double click on the selected payment currency

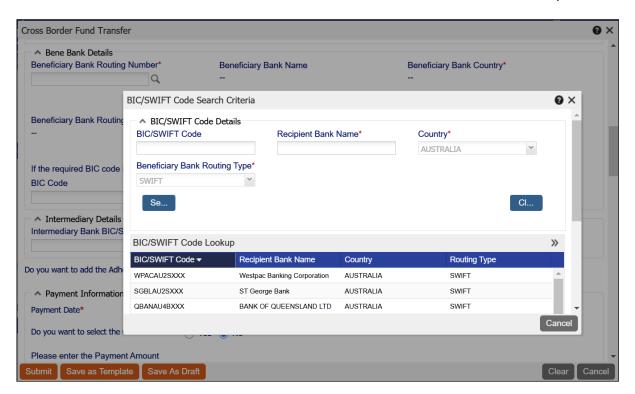


Step 10: Go to Beneficiary Bank Routing Number > Click on lookup \bigcirc





Step 11: Input BIC/SWIFT Code* for example RJHIMYKL > Click Search > Double Click on the selected BIC from BIC/SWIFT Code* Lookup



* If the required BIC/SWIFT Code is not available in the lookup, please enter the information manually in the columns below:-



- a) BIC Code BIC/SWIFT code (must be 8 or 11 characters)
- b) Bank Name Full name of beneficiary bank
- Step 12: Intermediary Bank BIC/SWIFT Code is *optional*. Only applicable if user prefers specific Intermediary Bank as provided in the invoice.





Step 13: Options to add as Registered Beneficiary.

If Yes, authorization is required in Beneficiary Maintenance.

(Refer to Section 5: Maintenance of Beneficiary)

If No, authorization is not required in Beneficiary Maintenance.



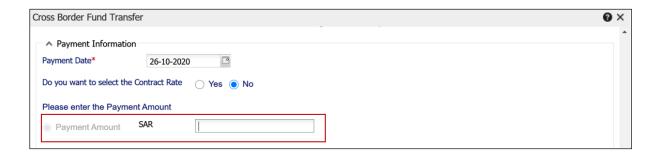
- **Step 14:** For payment date, only current date is allowed
- Step 15: Contract Rate is applicable if the debiting account is MYR account. Options:

 If No, enter the Payment Amount.

 If Yes, refer to Step 16.
 - For Malaysian Ringgit to Foreign Currency (MYR to FCY)

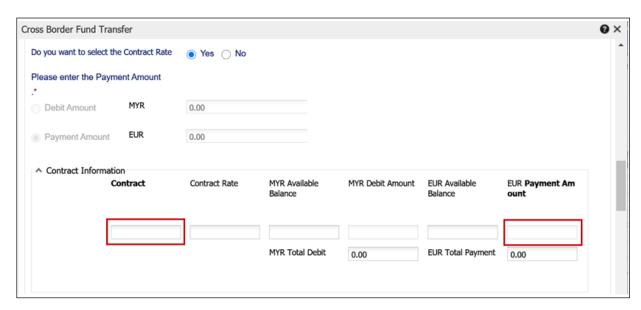


For Foreign Currency to Foreign Currency (FCY to FCY)





- **Step 16:** If **Yes**, at Contract Information > Enter the Contract Number
- **Step 17:** Enter the Foreign Currency Payment Amount > Tab



Step 18: Choose the Charge Type from dropdown list



- Step 19: Enter Payment Details with description of payment information
 - E.g. Purchase of bathroom accessories under invoice no.123455 / Being partial payment for invoice 123456 palm oils



Step 20: Select the Purpose Code & Description from dropdown list



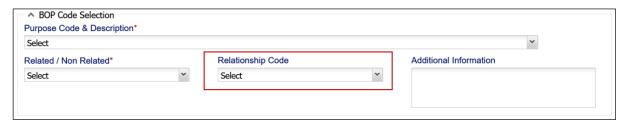


Step 21: Go to Related/Non Related > Choose from dropdown list (Yes or No) as disclosure of relationship with beneficiary

Related / Non-Related	Option	Relationship Code
	Yes	Affiliate
Related		Associate
		Branch
		Direct Investor /Shareholder
		Head Office
		Parent
		Subsidiary
	No	Business
Non-related		Financier
		Staff/Employee
		Supplier
		Vendor



Step 22: Choose Relationship Code from dropdown list



Step 23: Enter additional payment details in Additional Information (if any)



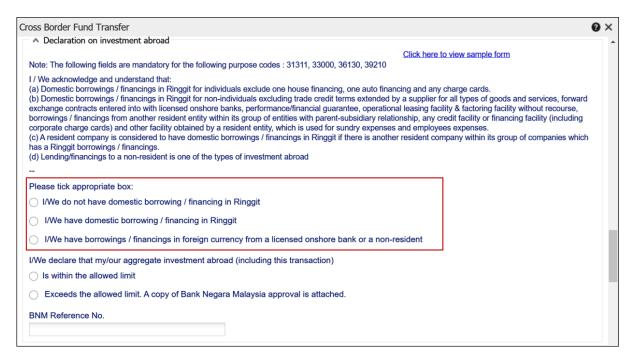


Step 24: Click Select to upload the PDF files Maximum of 5 files can be uploaded. Each file must not exceed 5MB in size



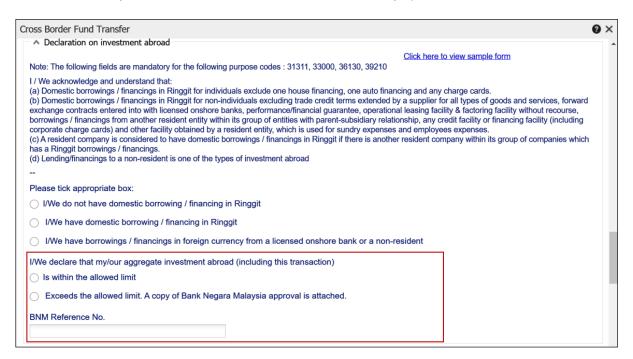
Step 25 and 26 are mandatory if purpose code 31311, 33000, 36130 and 39210 are selected at **Step 20**

Step 25: Go to Declaration on investment abroad > Tick on the appropriate box

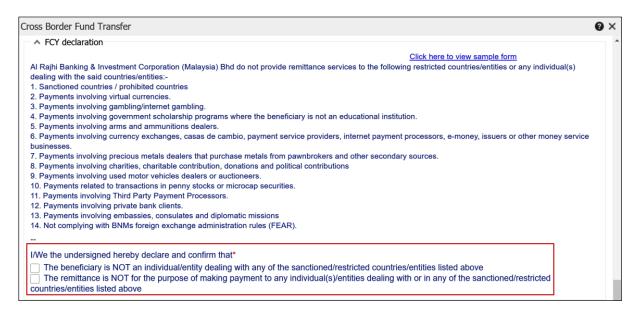




Step 26: Tick on the limit declaration for investment abroad. If exceed the allowed limit, a copy of Bank Negara Malaysia (BNM) approval and BNM reference number must be provided and uploaded before the submission of this payment

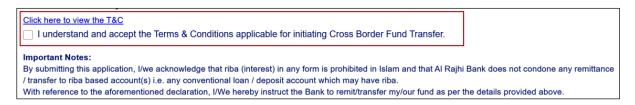


Step 27: Go to FCY Declaration > Tick on both boxes

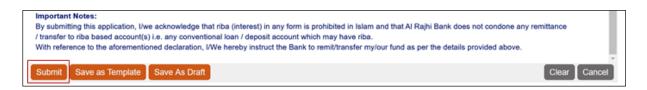




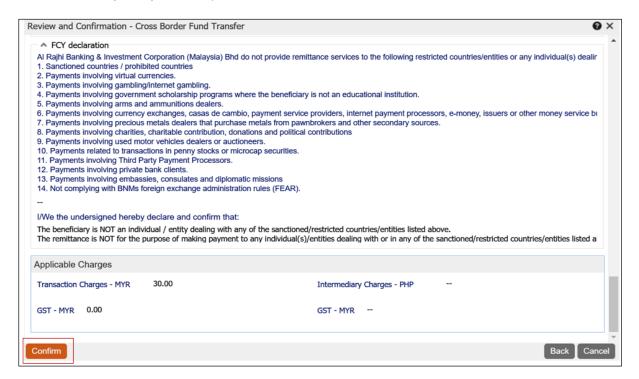
Step 28: Click to view the Term & Condition and tick the box for acknowledgement



Step 29: Click Submit button to proceed



Step 30: Click on Confirm button and the confirmation page will be prompted. Payment will be sent to Checker for authorization





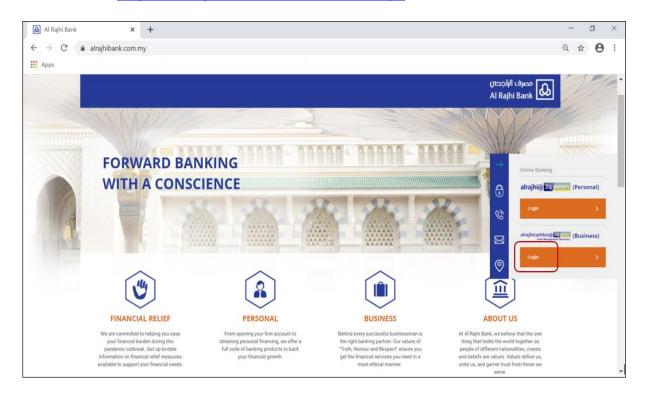


**Refer to Section 4: Authorization of Cross Border Fund Transfer payment by Checker



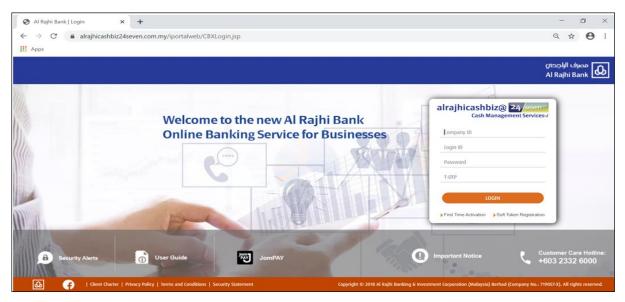
Section 4: Authorization of Cross Border Fund Transfer payment (Checker)

Step 1: Go to https://www.alrajhibank.com.my/
Click Login at the Cash Management Services-i or go to https://alrajhicashbiz24seven.com.my/



Step 2: Input Company ID, Login ID, Password and T-OTP**

(**T-OTP generated via the Soft Token Application for each login or during authorization)





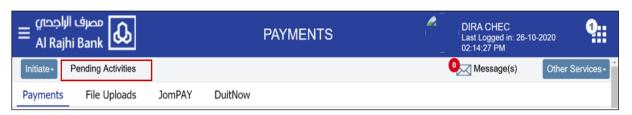
Step 3: Click on Menu icon at the top left



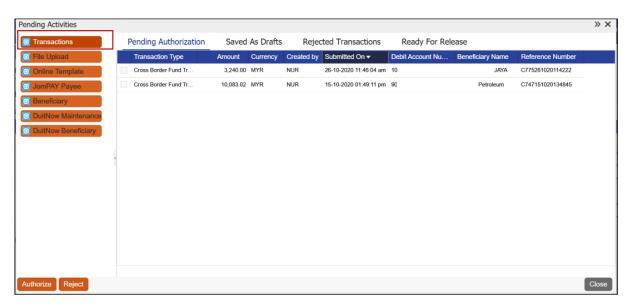
Step 4: Click PAYMENTS



Step 5: Go to Pending Activities

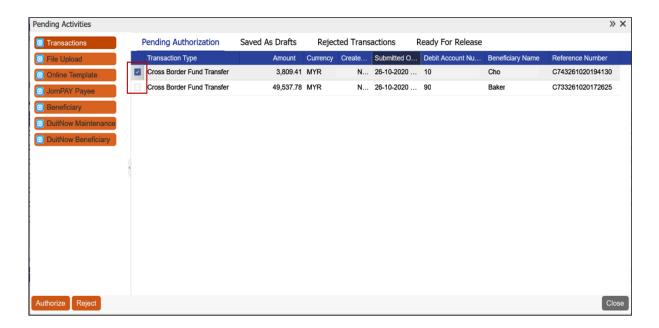


Step 6: Go to Transactions > Click Pending Authorization

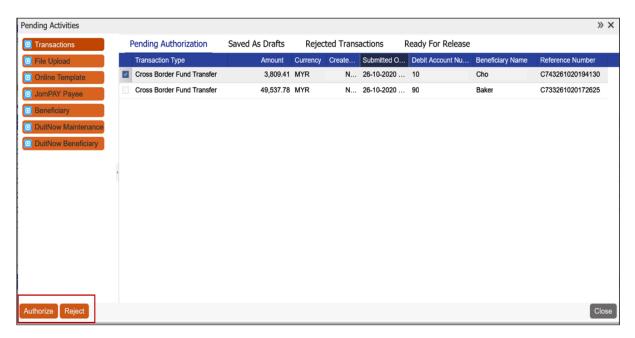




Step 7: Select the transaction to Authorize or Reject



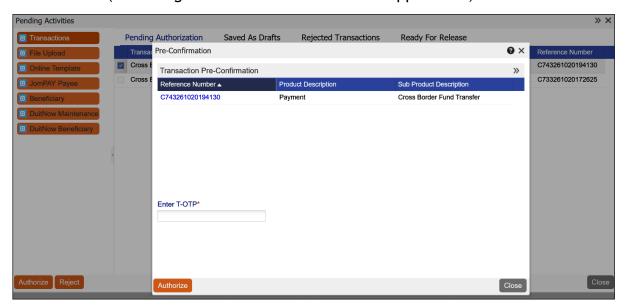
Step 8: Click Authorize (Refer Step 9) or click Reject (Refer Step 11)



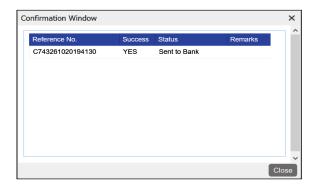


Step 9: Pre-Confirmation screen will be prompted and checker to Enter T-OTP to Authorize

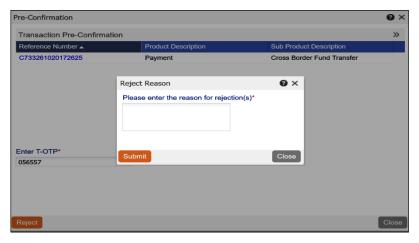
(**T-OTP generated via the Soft Token Application)



Step 10: The payment is now being sent to Al Rajhi Bank for processing



Step 11: Should the action be to reject payment, the system will prompt for a Reject Reason. This message will be visible to the Maker.





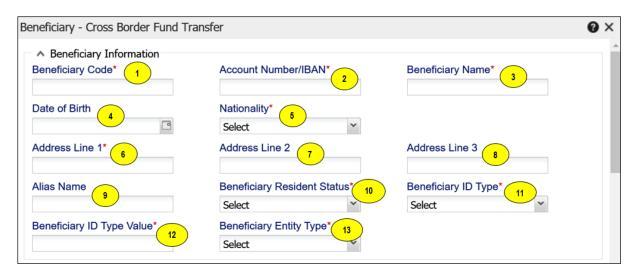
Section 5: Maintenance of Beneficiary Information

5.1 Beneficiary Creation

- **Step 1:** Click Data Maintenance > Beneficiary
- Step 2: Click on the Beneficiary Cross Border Fund Transfer



Step 3: Enter beneficiary mandatory details as follows:

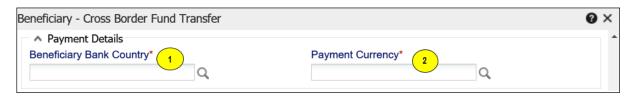


No	Column Name	Mandatory / Optional	Remarks
1	Beneficiary Code	IMADDATORY	Preferred beneficiary name for ease of reference
2	Account Number/IBAN	Mandatory	-
3	Beneficiary Name	Mandatory	-
4	Date of Birth	Conditional Mandatory	Individual - MandatoryNon Individual - Non Mandatory
5	Nationality	Mandatory	To choose from dropdown
6	Address Line 1	Mandatory	-
7	Address Line 2	Optional	-
8	Address Line 3	Optional	-



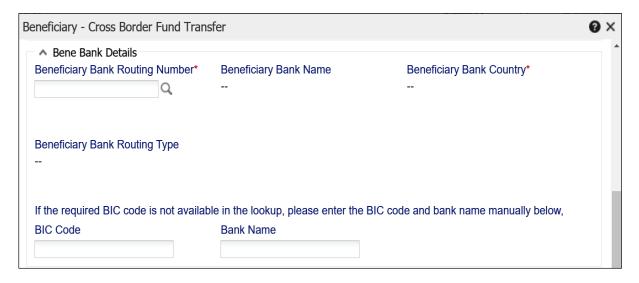
No	Column Name	Mandatory / Optional	Remarks
9	Alias Name	Optional	Additional Beneficiary reference
10	Beneficiary Resident Status	Mandatory	To choose from dropdown 💌
11	Beneficiary ID Type	Mandatory	To choose from dropdown
12	Beneficiary ID Type Value	Mandatory	Business Registration No:eg:719057X Passport No. e.g A12345678 IC No. e.g 888888108888
13	Beneficiary Entity Type	Mandatory	To choose from dropdown

Step 4: Enter Payment Details as below:



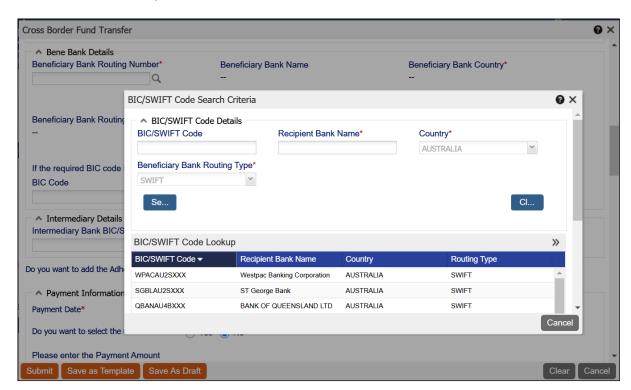
No	Column Name	Mandatory / Optional	Remarks
1	Beneficiary Bank Country	Mandatory	To choose from lookup 🔍
2	Payment Currency	Mandatory	To choose from lookup 🔍

Step 5: Go to Beneficiary Bank Routing Number Lookup Q





Step 6: Input BIC/SWIFT Code*. For example, RJHIMYKL > Click Search > Double Click on the selected BIC from BIC/SWIFT Code* Lookup



* If the required BIC/SWIFT Code is not available in the lookup, please enter the information manually in the columns below:-



- a) BIC Code BIC/SWIFT code (must be 8 or 11 characters)
- b) Bank Name Full name of beneficiary bank
- **Step 7:** Intermediary Bank BIC/SWIFT Code is *optional*.

Only applicable if user prefers specific Intermediary Bank as provided in the Invoice.

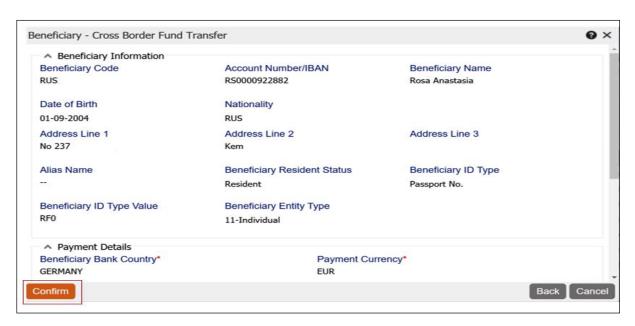


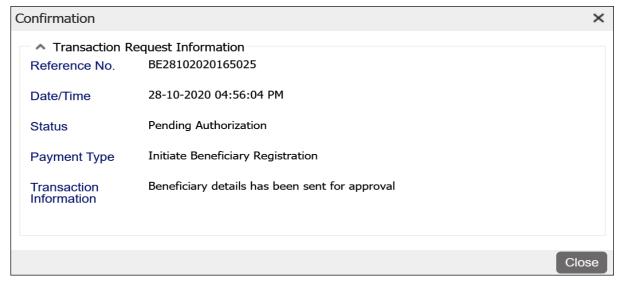


Step 8: Click Submit

Step 9: Confirmation screen prompted > Click Confirm. Beneficiary

creation is sent to checker for Authorization.





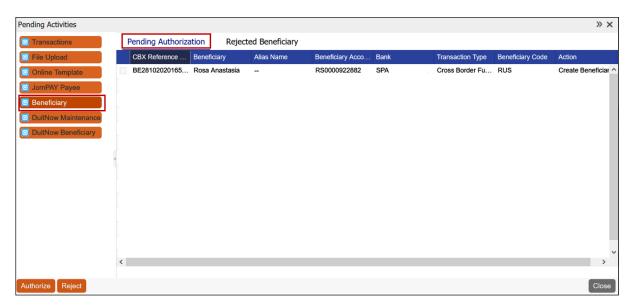


5.2 Beneficiary Maintenance - Authorization by Checker

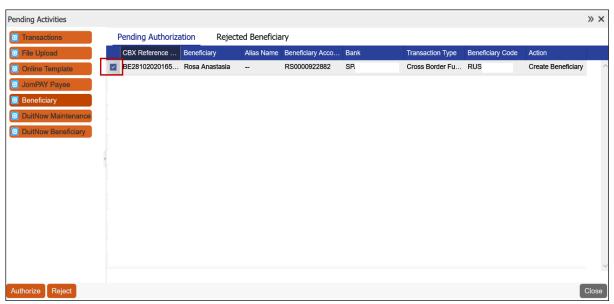
Step 1: Go to Pending Activities



Step 2: Go to Beneficiary > Pending Authorization



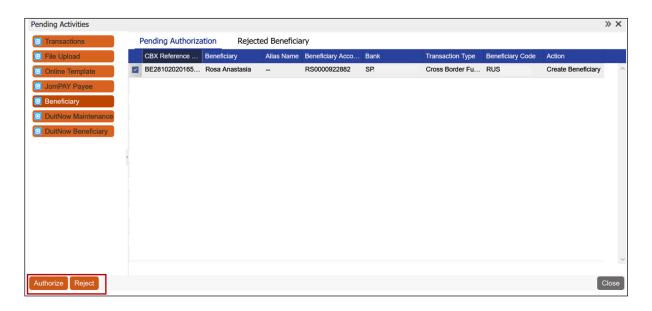
Step 3: Select the beneficiary name to Authorize



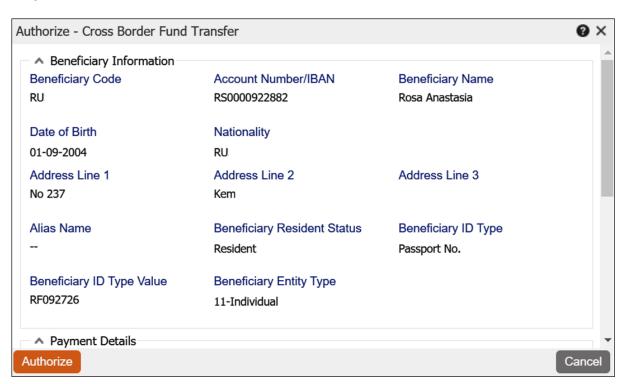
alrajhicashbiz@24seven



Step 4: Choose to Authorize (Refer Step 5) or Reject (Refer Step 6)

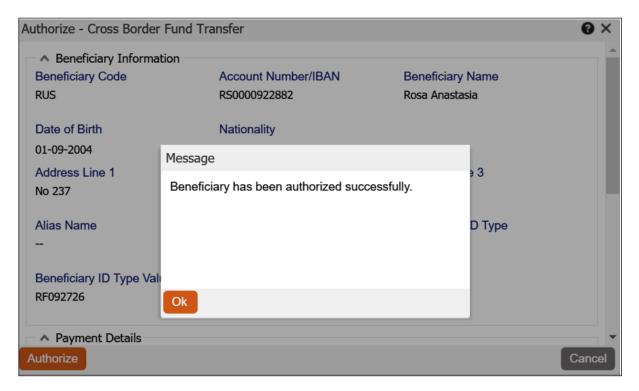


Step 5: Click Authorize





Step 6: Click OK. You may proceed to do the transaction



Step 7: Should the action be to reject payment, the system will prompt for a Reject Reason. This message will be visible to the Maker

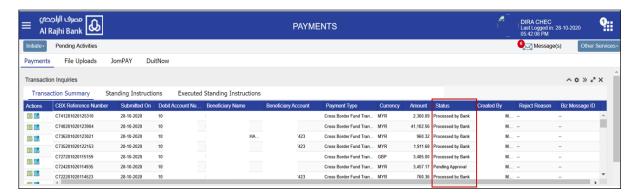




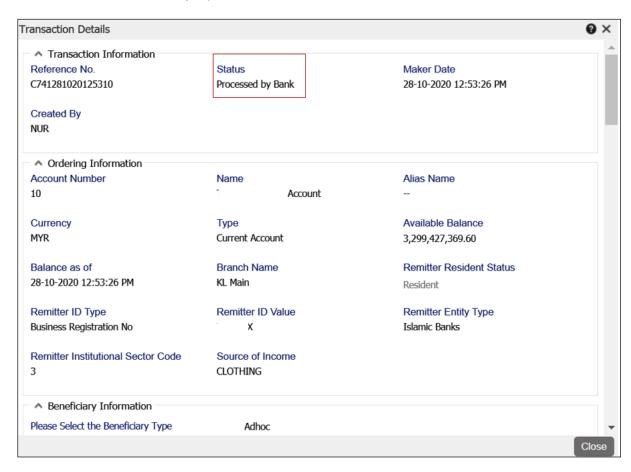
Section 6: Checking of Payment Status

After payments are executed via the Cash Management System-i, user is able to view the payment status for reference.

- **Step 1:** Go to Payments
- **Step 2:** Go to Transaction Summary > View the Status. If the transaction is Rejected, Reject Reason will be displayed



Step 3: Double click on any transaction > Transaction Details screen will be displayed







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