

User Guide for T24 User Creations

Document Requirement to Grant T24 User Access

➡ For New User

1. The user must attach Access Request form on which every necessary field must be properly filled and the access requester and the manager must sign at requested by and approved by field respectively. And also they must use their own Branch's stamp.
2. The user must attach his/her visible Employment letter
3. The user must attach his/her user delivery form after he received the access for confirmations.

➡ For Available User Role change

1. The user must attach properly written delegation letter if required
2. The user must attach user access request form properly field as described above.

➡ For Branch Change

- 1 The user must attach properly written Transfer Letter by his/her previous branch
- 2 The user must properly fill the access request form as described above
3. The user must close his/her TILL in his/her previous both conventional and IFB branches.

❖ List of all available User Roles and Respective User Groups

1. Branch Maker(?3) – For Branch maker
2. Branch Supervisor(Checker ?4) – For Branch Checker
3. Branch Cashier(?5) – For Branch Cashier
4. Branch Supervisor(?7) – For Branch Manager and operation manager
5. Auditor(?8) – For Branch Auditor
6. Auditor(?9) –For Head Office Auditor
7. Finance Senior Officer(?10)
8. Check Clearance Office(?11)
9. Head Office Cashier(?12)- For Head office Cashier
10. Head Office Cashier(?13)
11. Head Office Cashier Inputter(?14)
12. District Role(15)
13. Finance Inputter with ATS(?16)
14. Finance Senior Officer with ATS(?17)
15. Finance Senior Officer with ATS AUT(?18)
16. Head Office KYC(?20) – For Head office KYC user only
17. KYC (?21)-For Branch KYC user While the branch is requested and Approved by Head office.
18. Digital Banking Inputter(?30)
19. Digital Banking Checker(?31)
20. Digital Banking Authorizer(?32)
21. Branch Maker(?33)- Role for branch maker Selling foreign Exchange and make OD

22. Share Management Maker(?36)
23. Share Management Authorizer(?37)
24. Reports (?40)
25. Credit Risk Monitoring(?41)
26. Risk Compliance Monitoring(?42)
27. Branch Maker for Currency Exchange(?43)- Role for branch maker Selling foreign Exchange
- 28. Credit Maker North District Change(?45)- District Credit maker with All make functionality except disbursement**
- 29. Credit Checker District Change(?46)- District Credit checker with All check functionality except disbursement**
30. Credit Maker-Checker Change(?50)- All Functionality except Disbursements
- 31. Credit Maker North District(51) - District Credit maker with All make functionality**
- 32. Credit Checker(?52)**
- 33. Credit Checker District(?53)- District Credit checker with All check functionality**
34. Credit Maker-Checker(?54)- All Functionality
35. Credit Maker(?55)- Credit Maker with All make functionality
36. Credit Checker(?56)- Credit Checker with All check functionality
37. Credit Portfolio(?57)- Head office Credit Portfolio
38. Credit Maker Change(?58)- Credit Maker with All make functionality except disbursements
39. Credit Checker Change(?59)- Credit Checker with All check functionality except disbursements
40. Head Office IFB CRM(?60)
41. Head Office IFB Maker(?61)
42. Head Office IFB Checker(?62)
43. Branch Supervisor(?77) -Branch Manager Access with OD authorization
44. Business Support Operation(?95)
45. Branch Maker with Extra Limit (?102) –For Branch maker with Extra Limit if the Branch requested.
46. Contact Center(?205)

User application fields

1. The USER NAME contains the full name of the user.
2. The SIGN ON NAME will be used to sign into T24. Again, this has to be different from the ID.(Sign On Name – First letter of Full name and Id . for example –HZA000110)
3. CLASSIFICATION can be internal or external. Internal indicates that the User is an employee of the bank using T24.
4. The LANGUAGE selected in the language field will indicate the language of objects like user messages, instructions and help text. If no selection is made, then English will default

As Shown below below in the Image.

USER, ABA000110 (AMHARA BANK S.C.)

User Name	*	Haymanont Zeleke Amare
Sign On Name	*	HZA000110
Classification	*	<input type="radio"/> Ext <input checked="" type="radio"/> Int
Language	*	1 English

- T24 allows the user to access multiple companies as it supports MULTI COMPANY set up.
- 5. COMPANY CODE specifies the companies to which the user has access. The first company code specified here will be the default company to which the user will be logged into.

Company Code.1	*	ET0010014	Lem Hotel
Company Code.2	*	ET0010001	AMHARA BANK S.C.
Company Code.3	*	ET0010002	International Banking
Company Code.4	*	ET0010003	Digital Banking
Company Code.5	*	ET0010004	Addis Abeba
Company Code.6	*	ET0010005	Bahirdar

i.e. Haymanote Zelke Asmare found in Lem Hotel.








6. DEPARTMENT CODE specifies the department to which the user belongs.

See below image.

Department Code	*	6014			Lem Hotel
Password Validity	*	01 JUN 2023 M0601			01 JUN 2023 Every 6 months on day 1
Start Date Profile	*	15 JAN 2023			15 JAN 2023
End Date Profile	*	31 DEC 2099			31 DEC 2099
Start Time.1	 *	0			
End Time.1	*	2400			
Time Out Minutes	*	20			
Attempts	*	9			
Init Application		?3			

7. The PASSWORD VALIDITY field specifies the next date on which the User must change his Password and the subsequent frequency of change after that.
8. The START DATE PROFILE is the date from which the profile of the user will be active.
9. The END DATE PROFILE is the date until which the user profile is active
10. The START TIME is based on the 24 hour clock.
11. The END TIME is based on the 24 hour clock as well. Irrespective of the time specified here, if the user is logged in to the system, he will be allowed to continue accessing T24.

As shown below in the image.

Password Validity	*	01 JUN 2023 M0601			01 JUN 2023 Every 6 months on day 1
Start Date Profile	*	15 JAN 2023			15 JAN 2023
End Date Profile	*	31 DEC 2099			31 DEC 2099
Start Time.1	 *	0			
End Time.1	*	2400			

12. The TIME OUT MINUTES field specifies the maximum time in minutes during which the User may be inactive without being Signed Off automatically.
13. The ATTEMPTS field allows only one numeric character for input. The maximum number of attempts that can be set is 9.

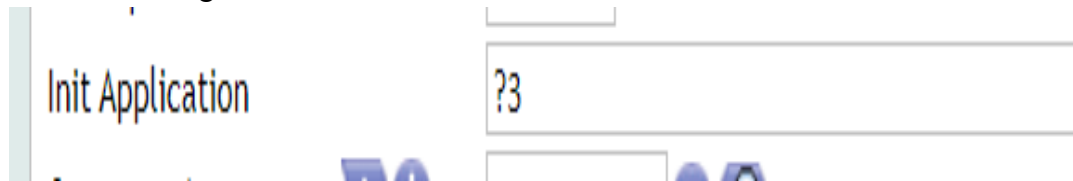
As shown below in the image.

Time Out Minutes	*	20
Attempts	*	9

14. The INIT APPLICATION field is used to assign a specific Menu to a User. This is the Menu the User will see when he signs on to T24.

Identify User role or check which role is requested from Branch(Maker(?3), Checker(?4), Cash Supervisor(?5) , Branch Manager(?7) Or Internal Auditor for branch(?8) .

See below Image



15. The COMPANY RESTRICTION field contains a valid company code. This is used to specify a Company in which we want to set access rights for a User.
16. The APPLICATION field can contain a valid application name which the User can access. ALL.PG implies that the user will have access to all applications in T24 in the company specified in the field COMPANY RESTRICTION
17. The FUNCTION field is where we list the valid functions that the user can perform in this Company. See Sample Give Function.

- Maker(?3) - B C D E F H I L P R S V
- Checker(?4) - A 2 B C D E F H I L P R S V Q
- Cash Supervisor(?5) - A 2 B C D E F H I L P R S V
- Branch Manager(?7) - A 2 B C D E F H I L P R S V
- Branch Auditor(?8)- B C D E F H I L P R S V Q
- ?9 Head Office Auditor -C B E F H L P S
- ?10 finance Checker -A 2 B C D E F H I L P R S V
- ?13 Finance Maker-B C D E F H I L P R S V
- ?20 KYC-A 2 B C D E F H I L P R S V
- ?30 Digital Maker-B C D E F H I L P R S V
- ?32 Digital Checker-A 2 B C D E F H I L P R S V
- ?57 Credit Portfolio-B C D E F H I L P R S V
- ?58 Credit Maker -B C D E F H I L P R S V
- ?59 Credit Checker- A 2 B C D E F H I L P R S V
- ?50 Credit Maker-Checker B C D E F H I L P R S V
- ?45 Credit Maker for District- B C D E F H I L P R S V
- ?46 Credit Checker for District- A 2 B C D E F H I L P R S V

See Sample image

Company Restr.1		ALL
Application.1		ALL.PG
Version.1		
Function.1		BCDEFHILPRSV
Field No.1		
Data Comparison.1		▼
Data From 1		

18. Override Class.-Authorization Transaction Level

➤ Maker role – level 1

Override Class.1		LVL1
Processor		
Txn Checker		INPUTTER
Txn Class		LVL1
Txn Csm		AUTHORISER
User Type		<input type="radio"/> [None] <input type="radio"/> Checker <input type="radio"/> Csm <input checked="" type="radio"/> Maker

➤ Checker Role: Level 2 and level 3

Override Class.1		LVL2
Override Class.2		LVL3
Processor		
Txn Checker		
Txn Class		LVL3
Txn Csm		AUTHORISER
User Type		<input type="radio"/> [None] <input checked="" type="radio"/> Checker <input type="radio"/> Csm <input type="radio"/> Maker

➤ Cash Supervisor: level 2 and Level 3

Override Class.1		LVL2
Override Class.2		LVL3
Processor		
Txn Checker		
Txn Class		LVL3
Txn Csm		AUTHORISER
User Type		<input type="radio"/> [None] <input checked="" type="radio"/> Checker <input type="radio"/> Csm <input type="radio"/> Maker

➤ Branch manager: Level 2, level 3 and Level 4

Override Class.1		LVL2
Override Class.2		LVL3
Override Class.3		LVL4
Processor		
Txn Checker		AUTHORISER
Txn Class		LVL4
Txn Csm		AUTHORISER
User Type	<input type="radio"/> [None] <input type="radio"/> Checker <input checked="" type="radio"/> Csm <input type="radio"/> Maker	

Necessary Steps to Grant Access for Users

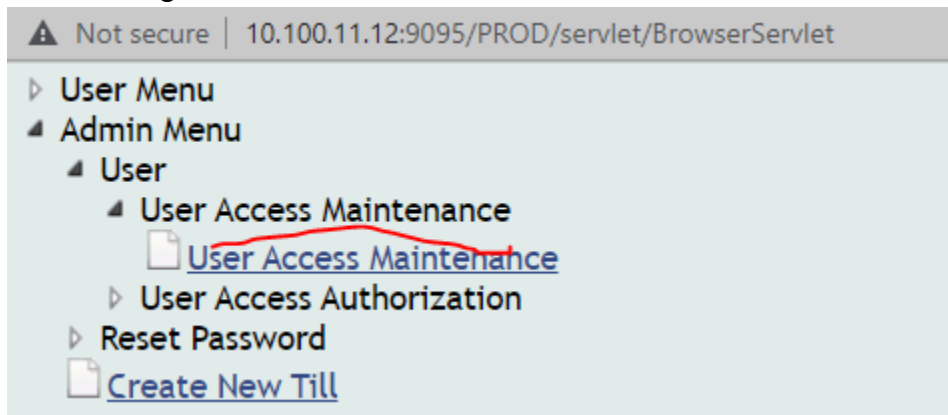
- ✓ If the user is new user, copy the record of other user that has similar roles and in the same branch. Paste it to new user records and amend username, sign on name and start of date and keep the rest as it is.

As shown in below screen shoot.

For example to create a new maker user in Arat kilo branch

Find by inti application/user role and department code/account officer.


❖ Menu Navigation:



Then Click User Access Maintenance Link



The screenshot shows the header of the "User Access Maintenance" page. It includes a toolbar with icons for edit, search, and settings, followed by a "More Actions ..." dropdown menu. Below the toolbar is a "USER" label, a text input field, and a dropdown menu. The text "(AMHARA BANK S.C.)" is displayed on the right side of the header.

⇒ Search the Requested Role and Click find Button

Favourites  %USER,USER.ACCESS [More](#) [Clear](#)

INIT.APPLICATION	equals	?
@ID	equals	
USER.ID	equals	
USER.NAME	equals	
SIGN.ON.NAME	equals	
CLASSIFICATION	equals	




Copy the record

 **Copy**  








USER, ABA000176 (AMHARA BANK S.C.)

User Name	Missaye Ayalew Worku	
Sign On Name	MAW000176	
Classification	Int	
Language	1	English
Company Code.1	ET0010007	Arat Killo
Company Code.2	ET0010001	AMHARA BANK S.C.
Company Code.3	ET0010002	International Banking
Company Code.4	ET0010003	Digital Banking
Company Code.5	ET0010004	Addis Abeba
Company Code.6	ET0010005	Bahirdar

Enter new user id and paste on it the already copied record.

 **Paste**  

USER, ABA006832 (AMHARA BANK S.C.)

User Name	*	<input type="text"/>
Sign On Name	*	<input type="text"/>
Classification	*	<input type="radio"/> Ext <input type="radio"/> Int
Language	*	<input type="text"/> 
Company Code.1	 *	<input type="text"/>
Department Code	*	<input type="text"/> 
Password Validity	*	<input type="text"/> 
Start Date Profile	*	<input type="text"/> 
End Date Profile	*	<input type="text"/> 
Start Time.1	 *	<input type="text"/>

Change user full name in user name field and write sign on name in sign on name field, make start of date today and keep the rest as is it finally validate and commit.

USER, ABA006832 (AMHARA BANK S.C.)

More Actions ...

User Name * new user name

Sign On Name * new user signon name

Classification * ☐ Ext ☒ Int

Language * 1 English

Company Code.1 + - * ET0010049

Company Code.2 + - * ET0010121

Company Code.3 + - * ET0010130

Company Code.4 + - * ET0010113

Company Code.5 + - * ET0010114

Company Code.6 + - * ET0010135

- ✓ If the user is available user or requested role change you can amend it according to the role he/she requested.

As shown in the below screen shoot:

If the user is request to role change to maker role, amend only the fields as shown below.

Company Code.490	ET0025244	Amba Giorgis-IFB
Company Code.491	ET0025245	Kimir Dingay-IFB
Company Code.492	ET0025246	Shinfa-IFB
Company Code.493	ET0025247	Densa-IFB
Department Code	6007	Arat Killo
Password Validity	01 APR 2023 M0601	01 APR 2023 Every 6 months on day 1
Start Date Profile	09 MAR 2023	09 MAR 2023
End Date Profile	31 DEC 2099	31 DEC 2099
Start Time.1	00:00	
End Time.1	24:00	
Time Out Minutes	20	
Attempts	9	
Init Application	?3	
Company Restr.1	ET0010007	Arat Killo
Application.1	ALL.PG	
Function.1	B C D E F H I L P R S V	
Company Restr.2	ET0025007	Arat Killo-IFB
Application.2	ALL.PG	
Function.2	B C D E F H I L P R S V	
Company Restr.3	ALL	
Application.3	@AA.APPS	
Sign On Off Log	Y	
Security Mgmt L	Y	
Application Log	Y	
Function Id Log	Y	
Input Day Month	Ddmm	
Date Last Sign On	21 FEB 2023	21 FEB 2023
Time Last Sign On	14:41:52	
Passw Change Date	28 OCT 2022	28 OCT 2022
Clear Screen	Y	
Override Class.1	LVL1	
Txn Checker	INPUTTER	
Txn Class	LVL1	
Txn Csm	AUTHORISER	
User Type	Maker	

If the user is request to role change to Checker role, amend only the fields as shown below.

Start Time.1	00:00
End Time.1	24:00
Time Out Minutes	20
Attempts	9
Init Application	?4
Company Restr.1	ET0010007
Application.1	ALL.PG
Function.1	A 2 B C D E F H I L P R S V Q
Company Restr.2	ET0025007
Application.2	ALL.PG
Function.2	A 2 B C D E F H I L P R S V Q
Company Restr.3	ALL
Application.3	@AA.APPS
Sign On Off Log	Y
Security Mgmt L	Y
Application Log	Y
Function Id Log	Y
Input Day Month	Ddmm
Date Last Sign On	17 MAR 2023
Time Last Sign On	08:22:53
Passw Change Date	01 FEB 2023
Clear Screen	Y
Override Class.1	LVL2
Override Class.2	LVL3
Txn Class	LVL3
Txn Csm	AUTHORISER
User Type	Checker

If the user is request to role change to Cashier role, amend only the fields as shown below.

End Time.1	24:00
Time Out Minutes	20
Attempts	9
Init Application	?5
Company Restr.1	ET0010007
Application.1	ALL.PG
Function.1	A 2 B C D E F H I L P R S V
Company Restr.2	ET0025007
Application.2	ALL.PG
Function.2	A 2 B C D E F H I L P R S V
Company Restr.3	ALL
Application.3	@AA.APPS
Sign On Off Log	Y
Security Mgmt L	Y
Application Log	Y
Function Id Log	Y
Input Day Month	Ddmm
Date Last Sign On	17 MAR 2023
Time Last Sign On	18:05:29
Passw Change Date	13 DEC 2022
Clear Screen	Y
Override Class.1	LVL2
Override Class.2	LVL3
Txn Checker	AUTHORISER
Txn Class	LVL3
Txn Csm	AUTHORISER
User Type	Checker

If the user is request to role change to manager or operation manager role, amend only the fields as shown below.

Time Out Minutes	20
Attempts	9
Init Application	??
Company Restr.1	ET0010007
Application.1	ALL.PG
Function.1	A 2 B C D E F H I L P R S V
Company Restr.2	ET0025007
Application.2	ALL.PG
Function.2	A 2 B C D E F H I L P R S V
Company Restr.3	ALL
Application.3	@AA.APPS
Sign On Off Log	Y
Security Mgmt L	Y
Application Log	Y
Function Id Log	Y
Input Day Month	Ddmm
Date Last Sign On	11 MAR 2023
Time Last Sign On	11:04:33
Passw Change Date	06 DEC 2022
Clear Screen	Y
Override Class.1	LVL2
Override Class.2	LVL3
Override Class.3	LVL4
Txn Class	LVL4
Txn Csm	AUTHORISER

Arat Killo

Arat Killo-IFB

- ✓ If the user is requested branch change you must amend the first company, department code and the company restriction 1 and company restriction 2 according to his/her branch.

As shown in the below screen shoot:

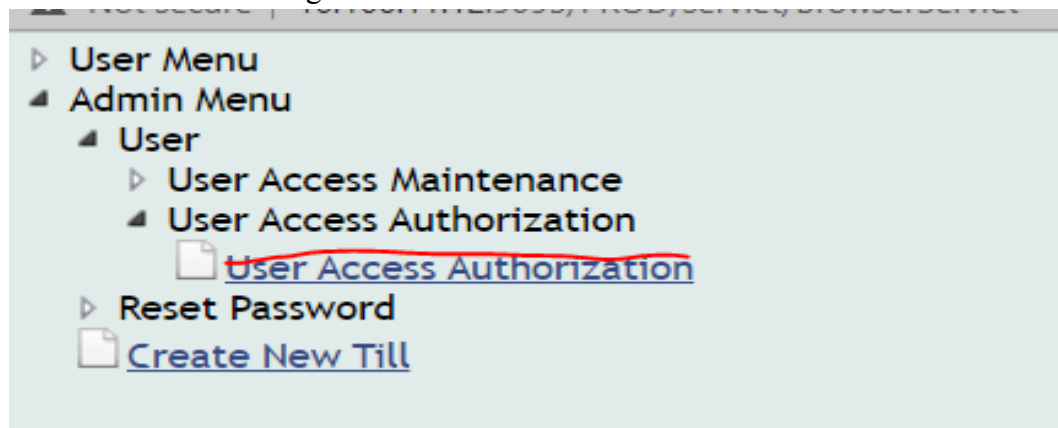
For example if the user is request to branch change from Arat kilo to Addis Abeba branch with the same role.

Amend the below highlighted fields as shown below.

User Name	*	Missaye Ayalew Worku
Sign On Name	*	MAW000176
Classification	*	<input type="radio"/> Ext <input checked="" type="radio"/> Int
Language	*	1 English
Company Code.1	+ - *	ET0010007 Arat Killo
Company Code.2	+ - *	ET0010001 AMHARA BANK S.C.
Company Code.3	+ - *	ET0010002 International Banking
Company Code.4	+ - *	ET0010003 Digital Banking
Company Code.5	+ - *	ET0010004 Addis Abeba
Company Code.6	+ - *	ET0010005 Bahirdar
Company Code.7	+ - *	ET0010006 Addisu Gebeya
Company Code.8	+ - *	ET0010008 Ayat Adebabay
Company Code.9	+ - *	ET0010009 Bole 24
Company Code.10	+ - *	ET0010010 Bole Medhanialalem
Company Code.11	+ - *	ET0010011 Bole Michael
Company Code.12	+ - *	ET0010012 Gotera
Company Code.13	+ - *	ET0010013 Haya Hulet
Company Code.14	+ - *	ET0010014 Lem Hotel
Company Code.15	+ - *	ET0010015 Megeenagna

Department Code	6007	Arat Killo
Password Validity	01 APR 2023 M0601	01 APR 2023 Every 6 months on day 1
Start Date Profile	09 MAR 2023	09 MAR 2023
End Date Profile	31 DEC 2099	31 DEC 2099
Start Time.1	0	
End Time.1	2400	
Time Out Minutes	20	
Attempts	9	
Init Application	?3	
Customer.1		
Account.1.1		
Company Restr.1	ET0010007	Arat Killo
Application.1	ALL PG	
Version.1		
Function.1	B C D E F H I L P R S V	
Field No.1		
Data Comparison.1		
Data From.1		
Data To.1		
Company Restr.2	ET0025007	Arat Killo-IFB
Application.2	ALL PG	
Version.2		
Function.2	B C D E F H I L P R S V	
Field No.2		
Data Comparison.2		
Data From.2		
Data To.2		
Company Restr.3	ALL	
Application.3	@AA_APPS	

- ⇒ After finishing User Access Creation, Authorize By another User.
- ⇒ Menu Navigation



Then, Click User Access Authorization.

User ID	USER.NAME	Sign On Name	Department Code	Start Date Profile	End Date Profile	Int Application	
ABATEST	TESTTEST	TESTTEST	6011	20230421	20991231	?3	✓✓✗

Then Click Authorize Button.

?

||

X

xv

>

+More Actions ...<div>

UserABATEST(AMHARA BANK S.C.)

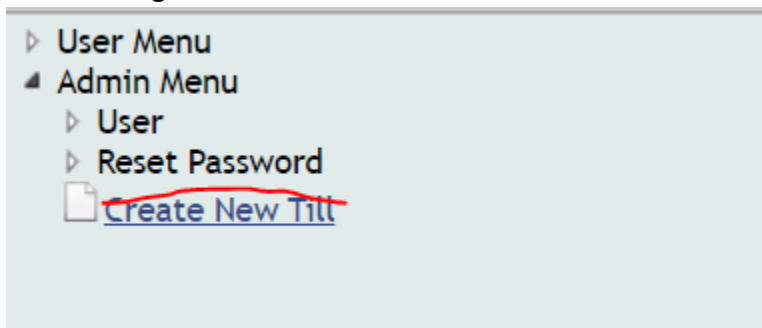
User Name	TESTTEST	
Sign On Name	TESTTEST	
Classification	Int	
Language	1	English
Company Code.1	ET0010011	Bole Michael
Company Code.2	ET0010001	AMHARA BANK S.C.
Company Code.3	ET0010002	International Banking
Company Code.4	ET0010003	Digital Banking
Company Code.5	ET0010004	Addis Abeba
Company Code.6	ET0010005	Bahirdar
Company Code.7	ET0010006	Addisu Gebeya
Company Code.8	ET0010007	Arat Killo
Company Code.9	ET0010008	Ayat Adebabay
Company Code.10	ET0010009	Bole 24
Company Code.11	ET0010010	Bole Medhanialem

Teller Id

- A Teller can perform transactions only if their till is open.
- The Head Teller opens a till for every teller and then closes the till, which is usually performed at the close of the day. The balance in the till is updated with every cash transaction.
- For a teller to perform transactions on a till, the till must be opened and assigned to the teller.
- A user cannot be assigned to more than one open till at any time, unless special arrangements are made for multi tills. If necessary, a new user can be assigned to the existing till by changing the user ID of that till. After the change, the new user can operate using that till.
- The status is neither open nor close and has a null value. All other tills are to be opened before commencing daily teller operations and closed once the operations are completed.

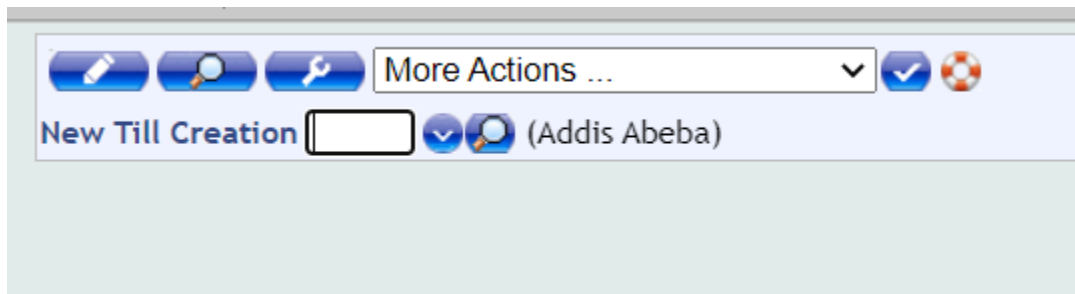
Teller Id Creation Process

- Teller id created only for maker and Cash Supervisor Role.
- When you create Till id , you must found or switched on his/her branch by Tools
- If the user is available, it must be closed in pervious branch before created new Till.
- Teller Id maximum 4 digit
- User Id of User allotted to till.
- Menu Navigation

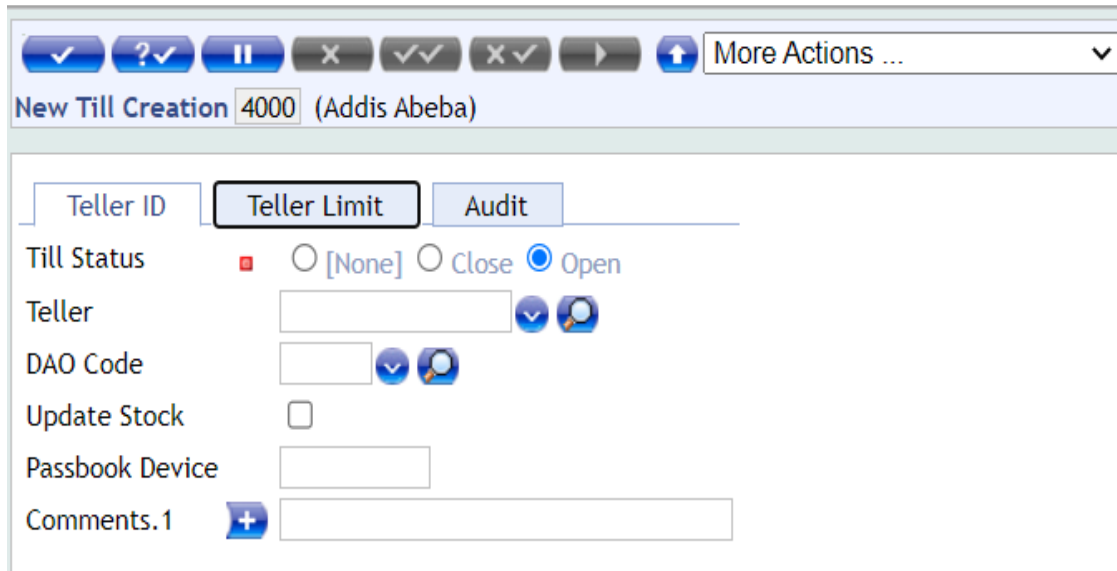


As shown below the image

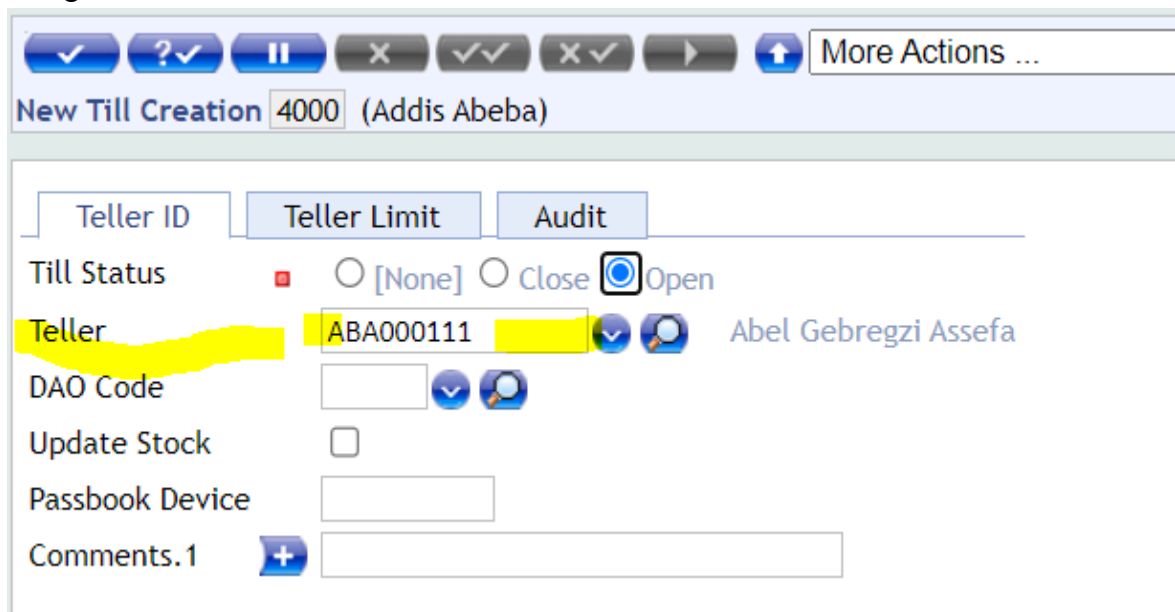
- Then Click Create New Till link.



- Use 4 Digit Till number of your Choice



- Assign this Till Id to User ID and Validate it



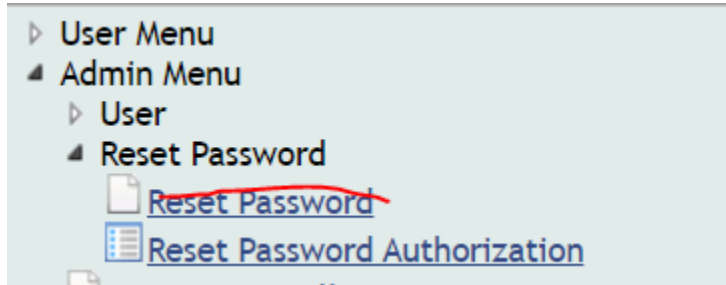
- After that commit it .The Till automatically authorized

Password Reset

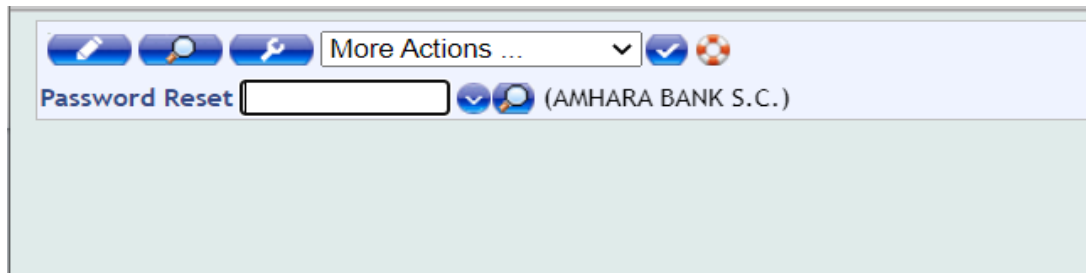
- The user must attach Access Request form on which necessary field(Password reset section) must be properly filled and the access requester and the manager must sign at requested by and approved by field respectively. And also they must use their own Branch's stamp.

Password Reset Process

- Menu Navigations



- Click Reset Password Link.



- Enter Password reset user Id

A screenshot of the 'Password Reset' form main content area. The form has a header bar with a toolbar containing icons for save, undo, redo, and other actions, followed by a 'More Actions ...' dropdown menu. Below the header bar, the text 'Password Reset' is displayed next to a text input field containing the value 'ABA000111'. To the right of the input field is the text '(AMHARA BANK S.C.)'. Below the header bar, there are two tabs: 'Reset Users' and 'Audit'. The 'Reset Users' tab is selected. The form contains several input fields and labels: 'User Pwd Attempt.1' with a '+' icon and an input field; 'User Attempt.1' with a '+' icon and an input field; 'User Deact Period.1' with a '+' icon and an input field; 'User Reset.1' with a '+' icon and an input field; 'User Password.1' with an input field; and 'User Type' with a star icon and radio buttons for 'Ext' and 'Int'.

- Fill User Reset and User Password Filled

Password Reset ABA000111 (AMHARA BANK S.C.)

Reset Users Audit

User Pwd Attempt.1 +

User Attempt.1 +

User Deact Period.1 +

User Reset.1 + ABA000111

User Type ☒ Ext ☐ Int

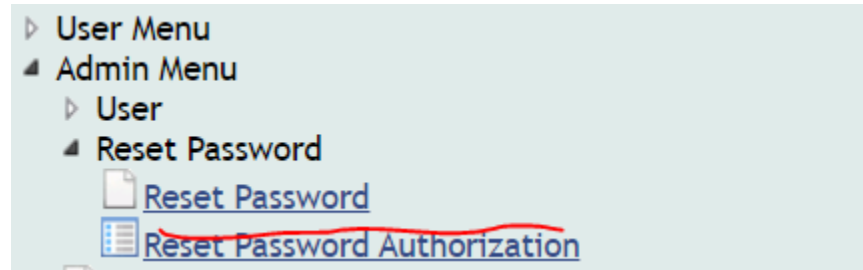
No of Attempts.1

Deactiv Period.1

User Password.1

- After that commit it.
- ⇒ Then Authorize by Another User.

Menu Navigation



Disabling User Access/Reversal

When you disable user access, Check necessary document like releases letter.

- ✓ Type USER application in Command line. See screenshot image

USER [] More Actions ... Perform action

(AMHARA BANK S.C.)

- ✓ Enter User Id and Click Perform action an contract

As shown below in the image

USER, ABA000111 More Actions ... Perform action

(AMHARA BANK S.C.)

- ✓ Then Click reverse button to disable user access.

User Name	Abel Gebregzi Assefa	
Sign On Name	AGA000111	
Classification	Int	
Language	1	English
Company Code.1	ALL	ALL COMPANIES
Company Code.2	ET0010004	Addis Abeba
Department Code	6004	Addis Abeba
Password Validity	01 AUG 2023 M0601	01 AUG 2023 Every 6 months on day 1
Start Date Profile	07 FEB 2023	07 FEB 2023
End Date Profile	21 FEB 2023	21 FEB 2023
Start Time.1	00:00	
End Time.1	00:00	
Time Out Minutes	1	
Attempts	0	

❖ You will add in addition to This Documentations.

We prepare Menu in the Production for Business Support Team
?95