BANK ALJAZIRA بنك الجزيرة
مصرفية إسلامية حديثة

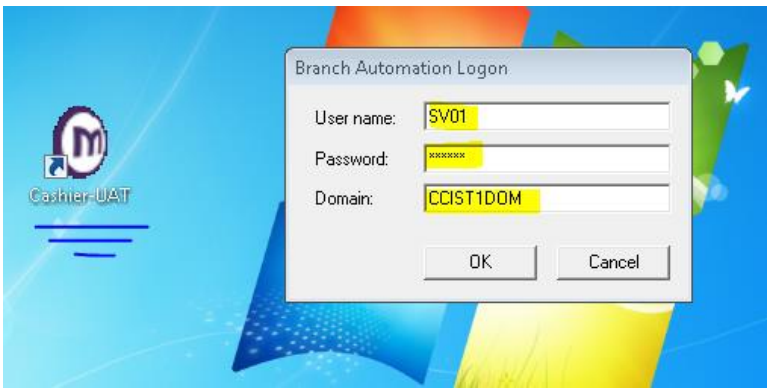
How to Use Cashier System and perform transactions

By: Feras Shurbatly

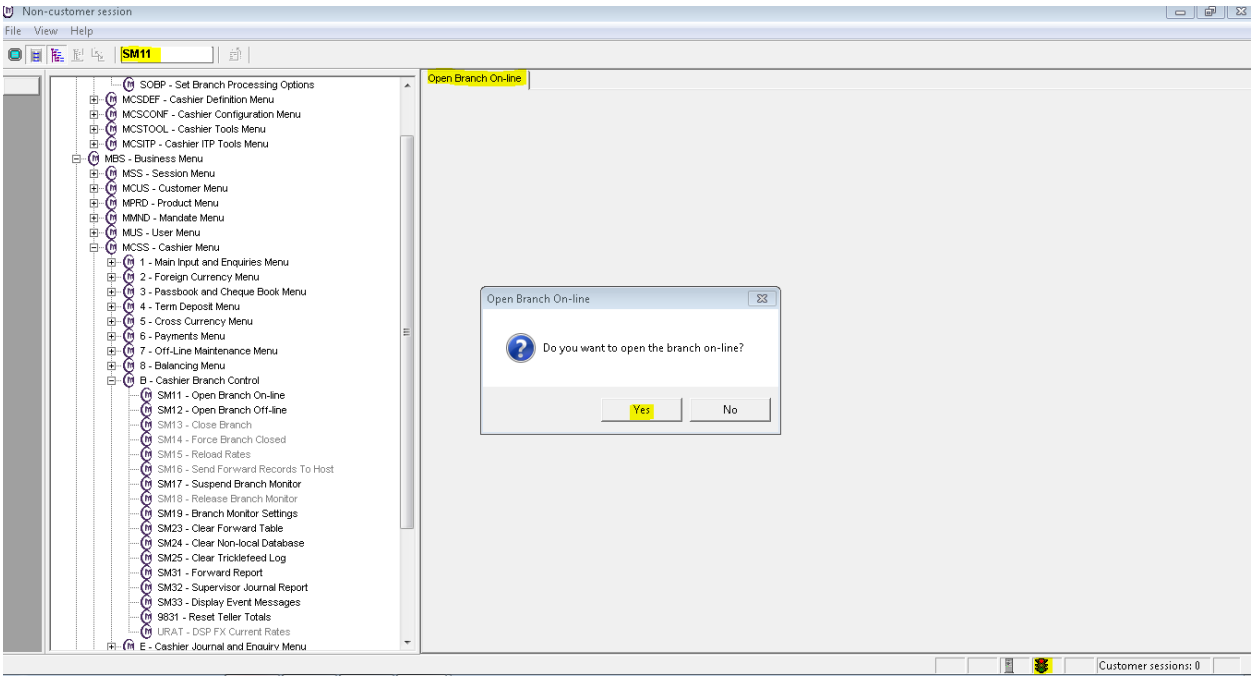
• **To Login Cashier PC**	
IP add	10.250.136.19
User Name	EBATEST\QUALITY
Password	Q02@ebauat

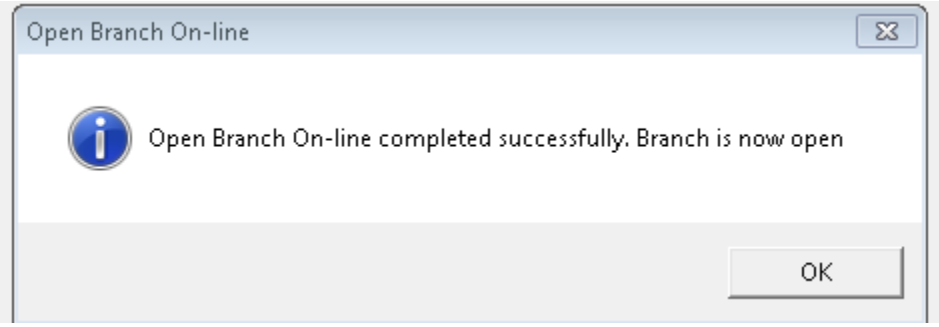
	Operation Manger	**Teller**
User Name	BN01	TN01
Password	B01@ebauat	T01@ebauat

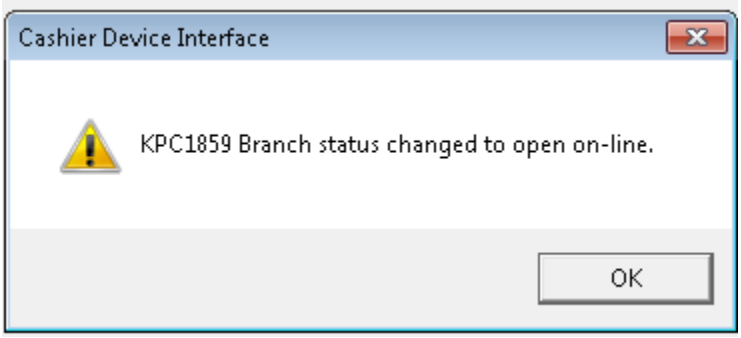
- Open cashier system by operation manger user BN01

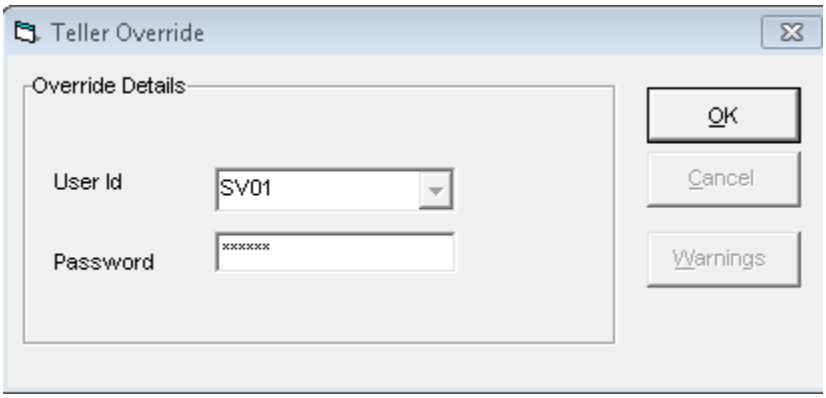


- To Open branch on Operation level type SM11

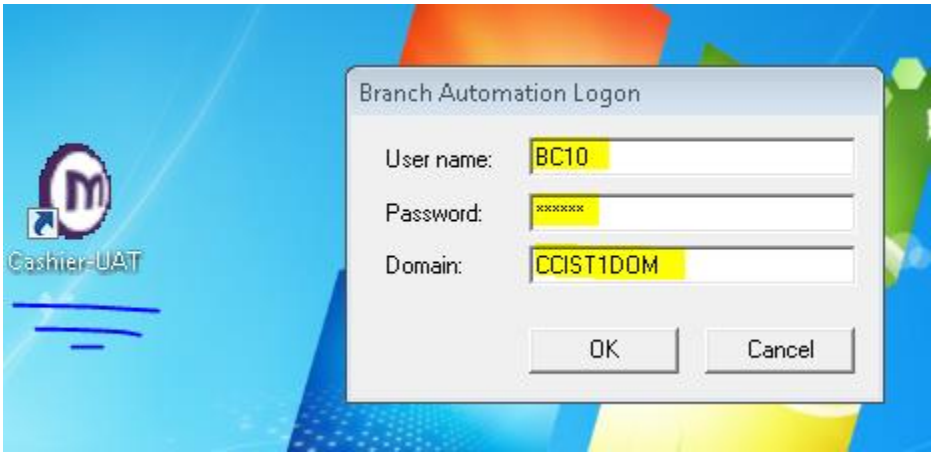




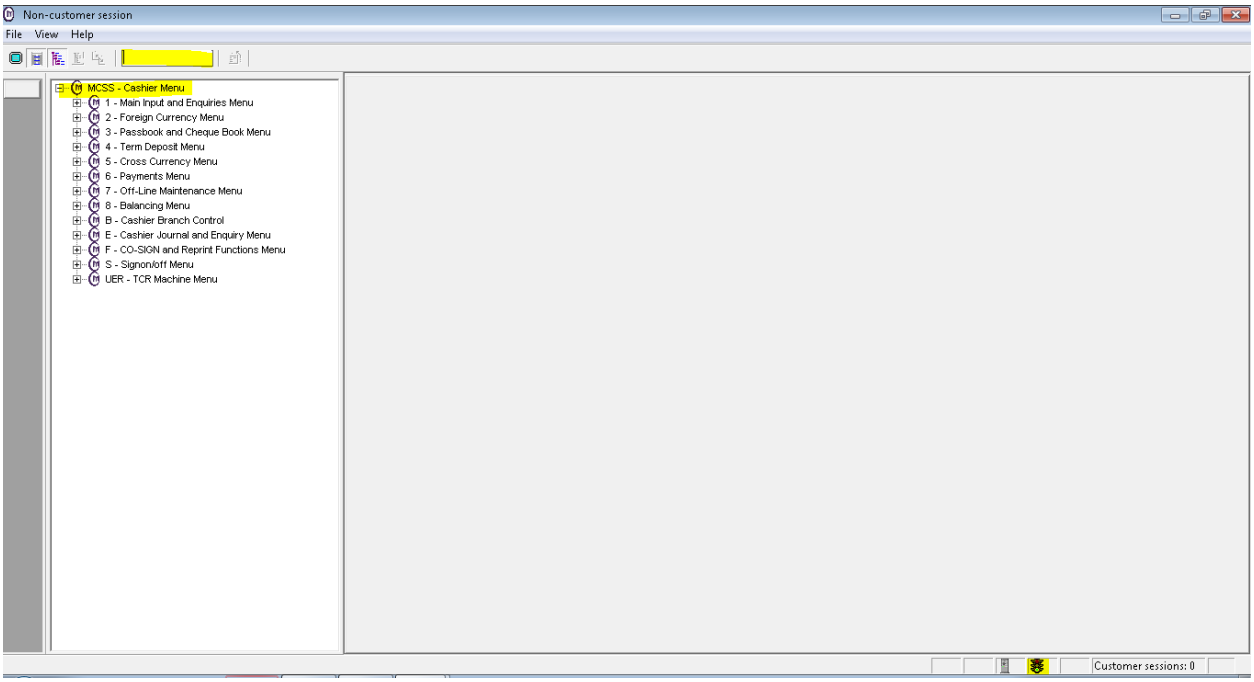




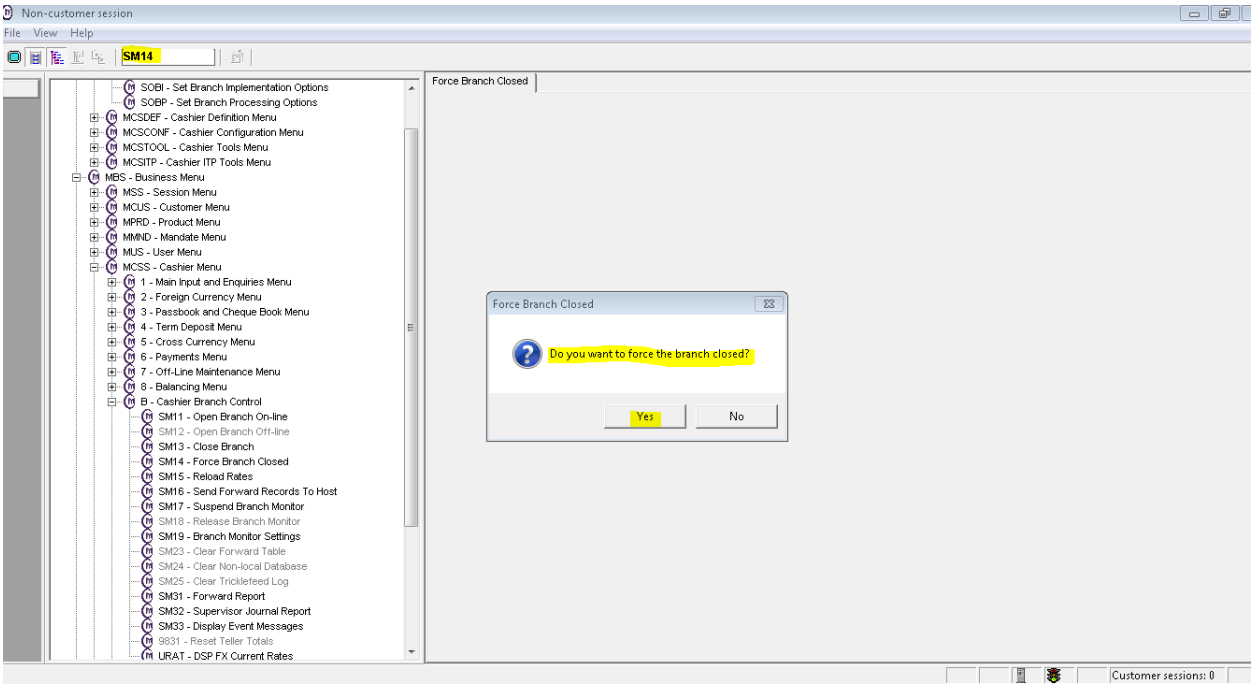
- Then you have to login again as teller user TN01

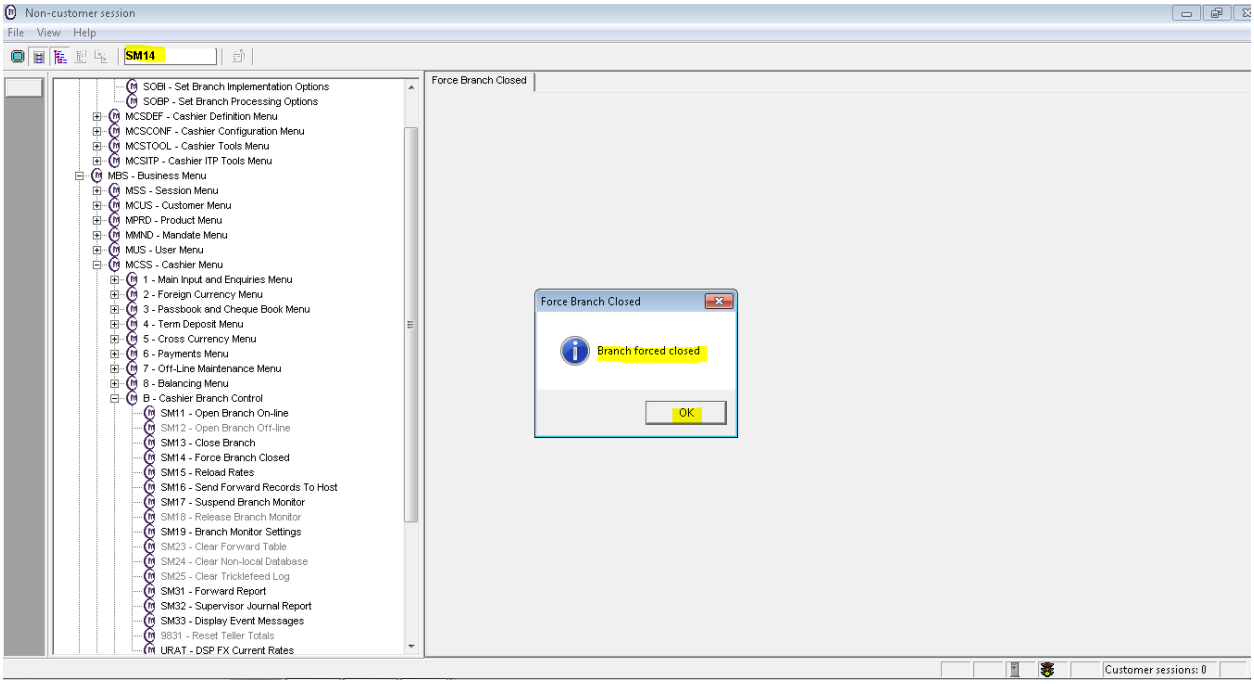


- Then you can perform transactions as a teller by typing codes or drop down menu as been highlighted.
- Will showing how performing transactions on page 7-50

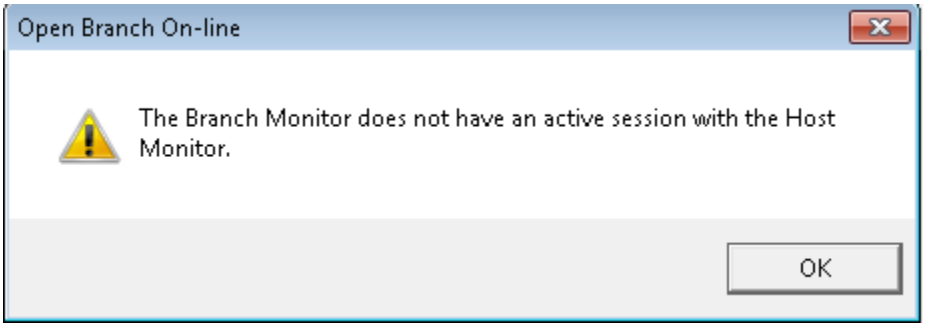


- To Close Branch on Operation manger user level type SM14





NOTE:

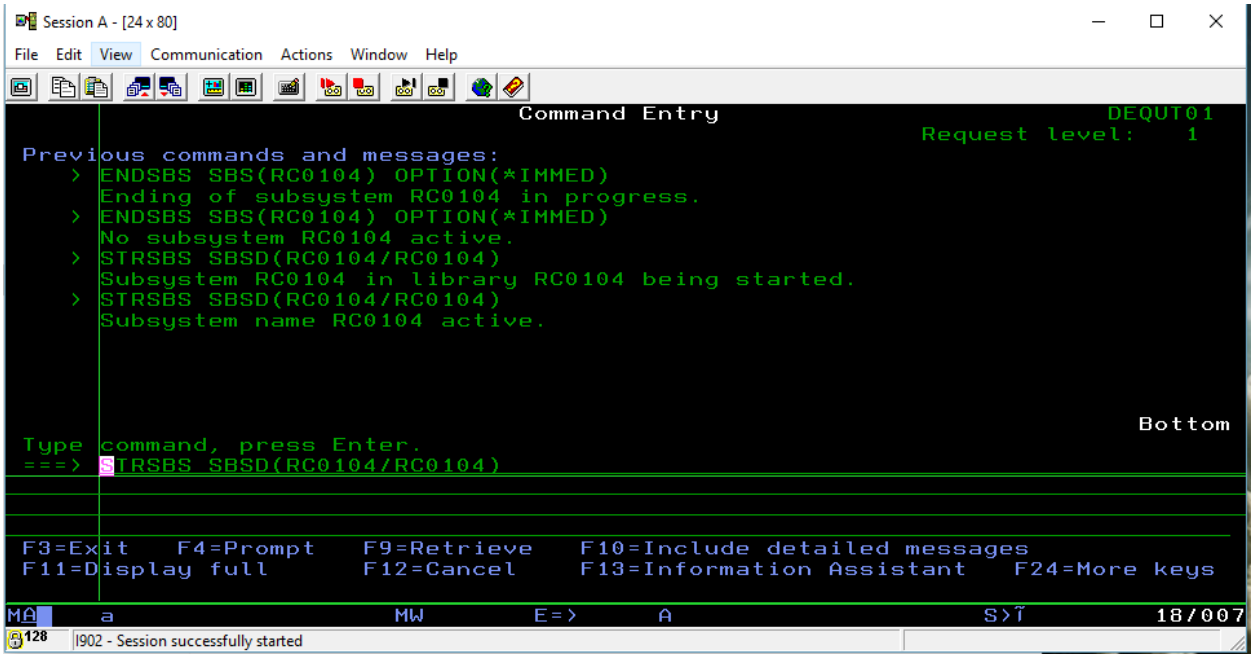


If the branch not close for this day, you'll could not open the branch for next day, and you have to login to the Equation to type this code

ENDSBS SBS(RC0104) OPTION (*IMMED)

STRSBS SBSD(RC0104/RC0104)

To start and active the branch, showing as bellow.

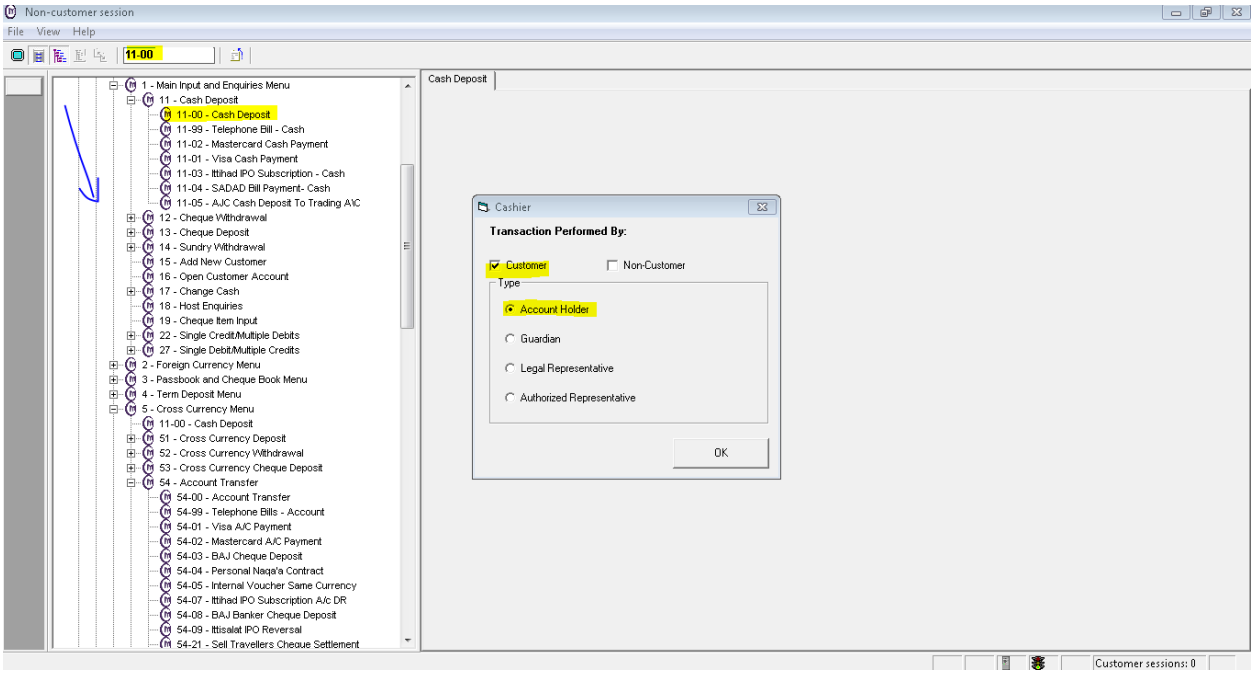


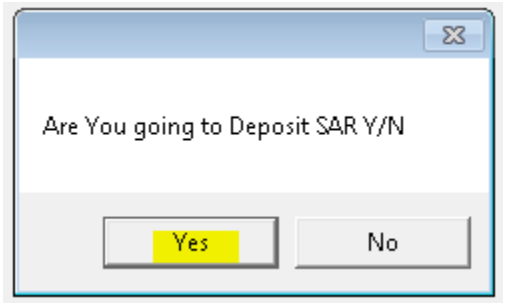
- If there's anything, you faced during open branch and you could not solve it.
  Please contact:
  UAT: Feras Shurbatly Fshurbatly@BAJ.Com.SA
  IT Operation: Fahad AlBaroudi FAlBaroudi@BAJ.Com.SA

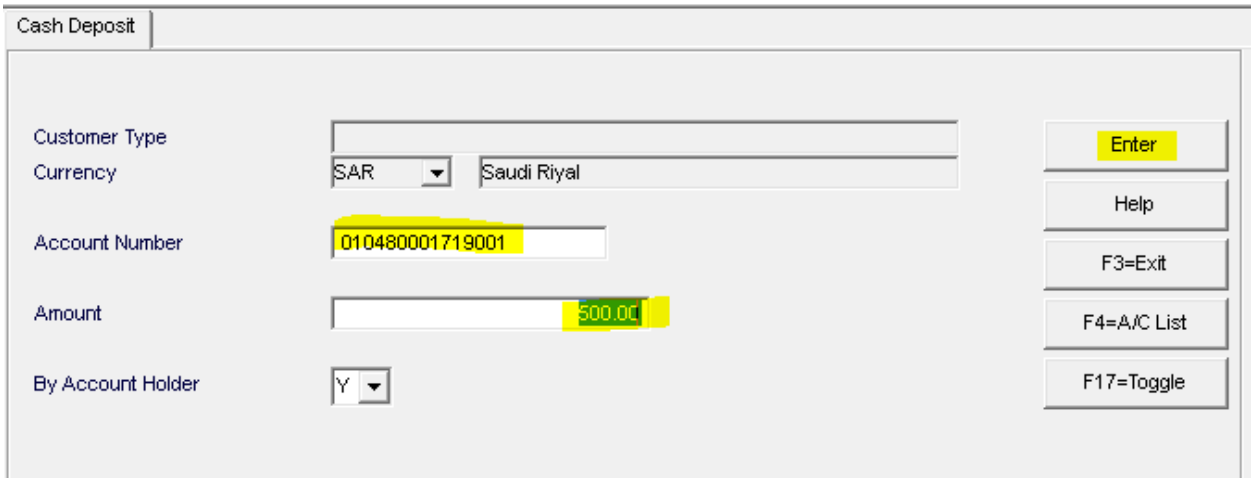
Description of the Transaction	Transaction Code
Cash deposit in the same currency	**11-00**
Deposit of clearing checks	**13-00**
Cash deposit in a different currency on the Saudi Riyal account	**51-00**
Depositing Bank Al-Jazira checks	**54-03**
Deposit foreign checks	**54-06**
Deposit certified checks	**54-08**
withdraw from Account	**14-00**
Withdraw from the account in a different currency	**52-00**
Transfer from one account to another internal account	**54-00**
Transfers between accounts in different currencies	**55-00**
Transfer to local and foreign banks	**65-00**
Transfer from account to stock account	**54-64**
cash a check	**12-00**
Certified check cashing	**12-01**
Issuance of a certified check in foreign currency - cash	**61-00**
Issuance of a certified check in SAR Cash	**61-01**
Issuance Foreign currency certified check from account	**62-00**
Issuance of a certified check in SAR from account	**62-01**
Visa Payment cash	**11-01**
MasterCard Payment cash	**11-02**
Payment Bills cash	**11-04**
Visa Payment from account	**54-01**
MasterCard Payment from account	**54-02**
Payment from a services account	**54-10**
Reversal	**921**

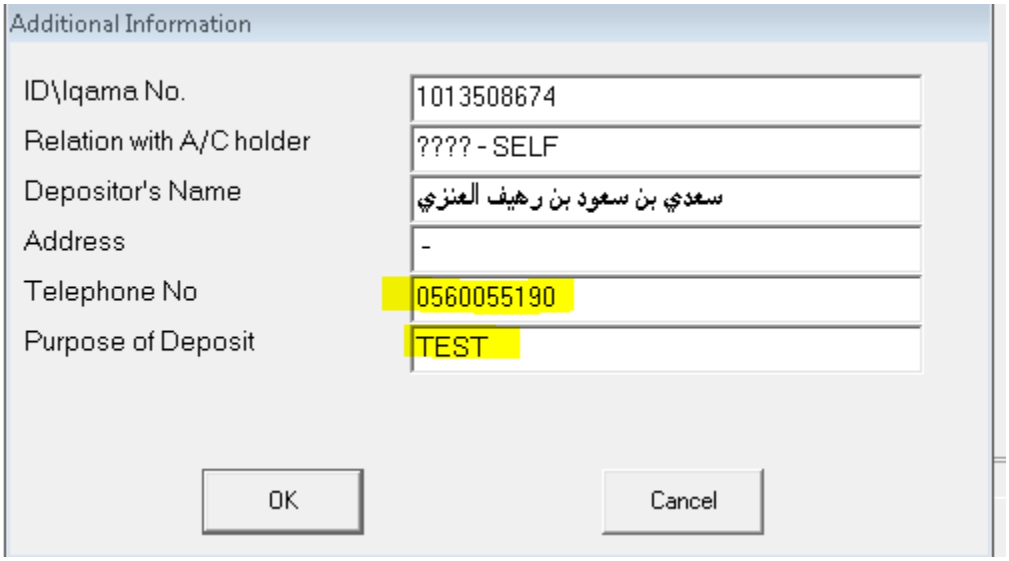
Perform Transactions using Teller user

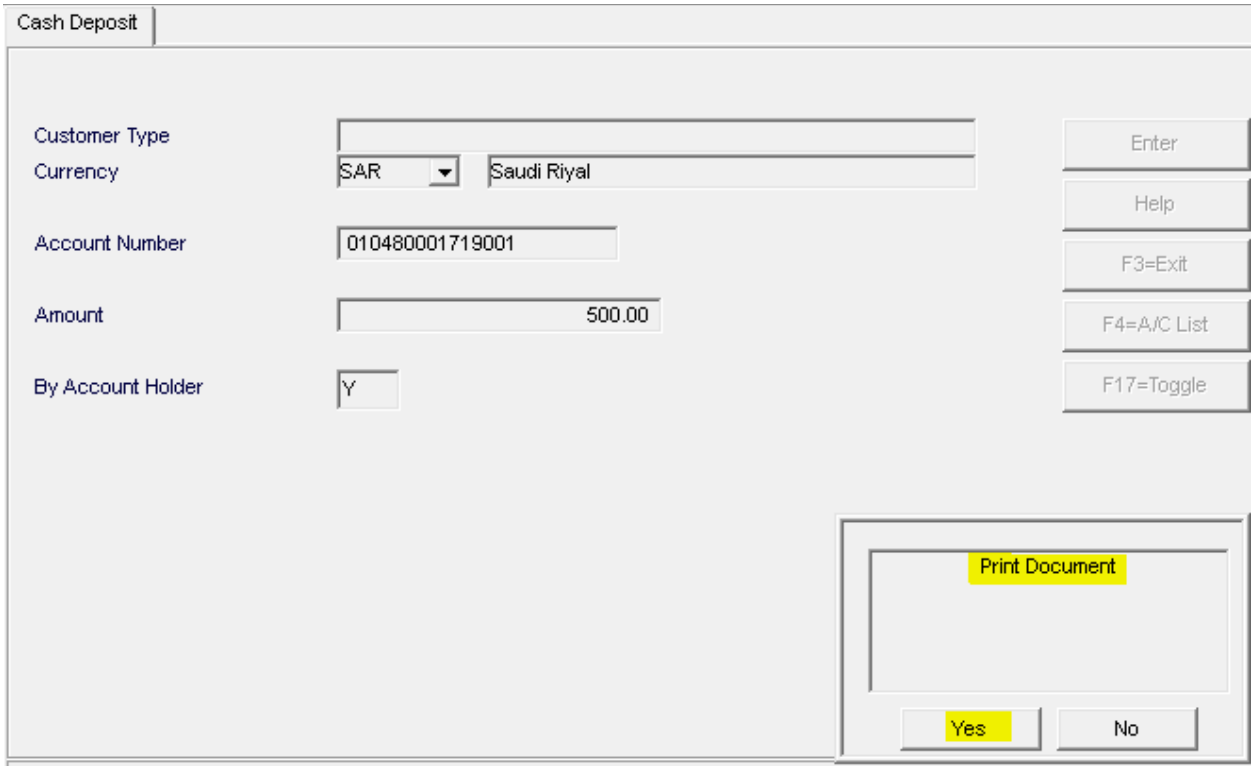
- Perform Deposit transactions 11-00
- If you don't know the code of transactions, you can search it on drop down menu showing as bellow.



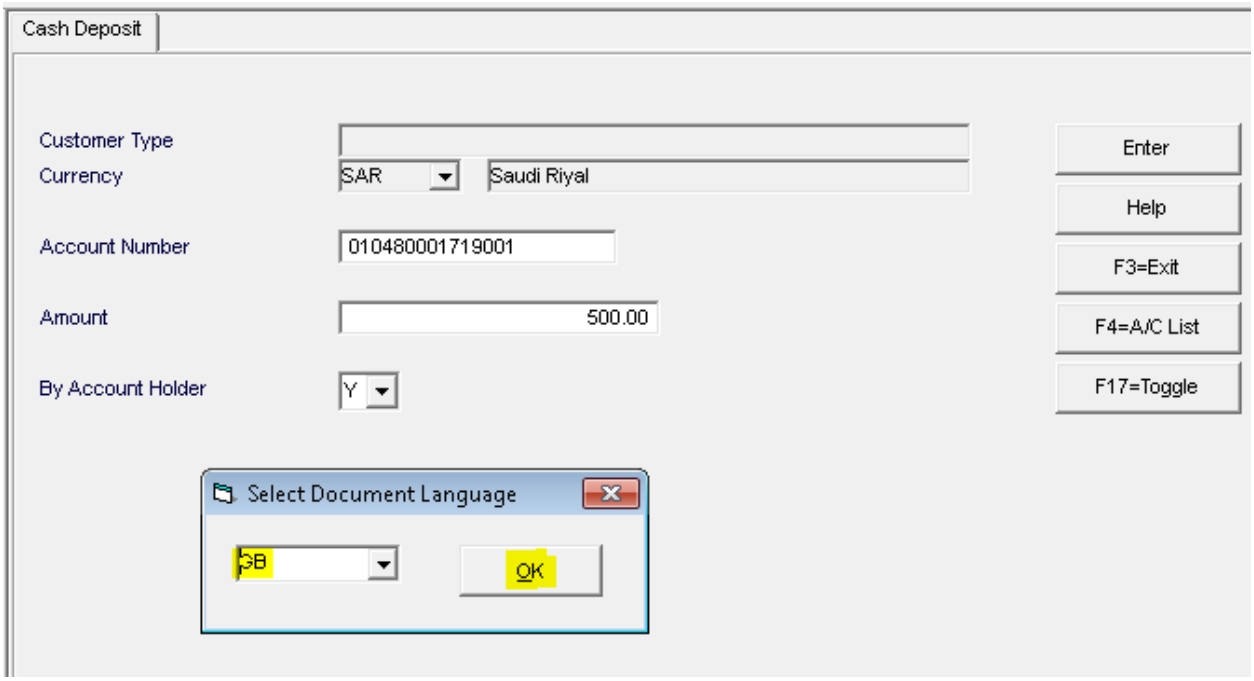



Cash Deposit
Customer Type
Currency
SAR
Saudi Riyal
Account Number
010480001719001
Amount
500.00
By Account Holder
Y
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle

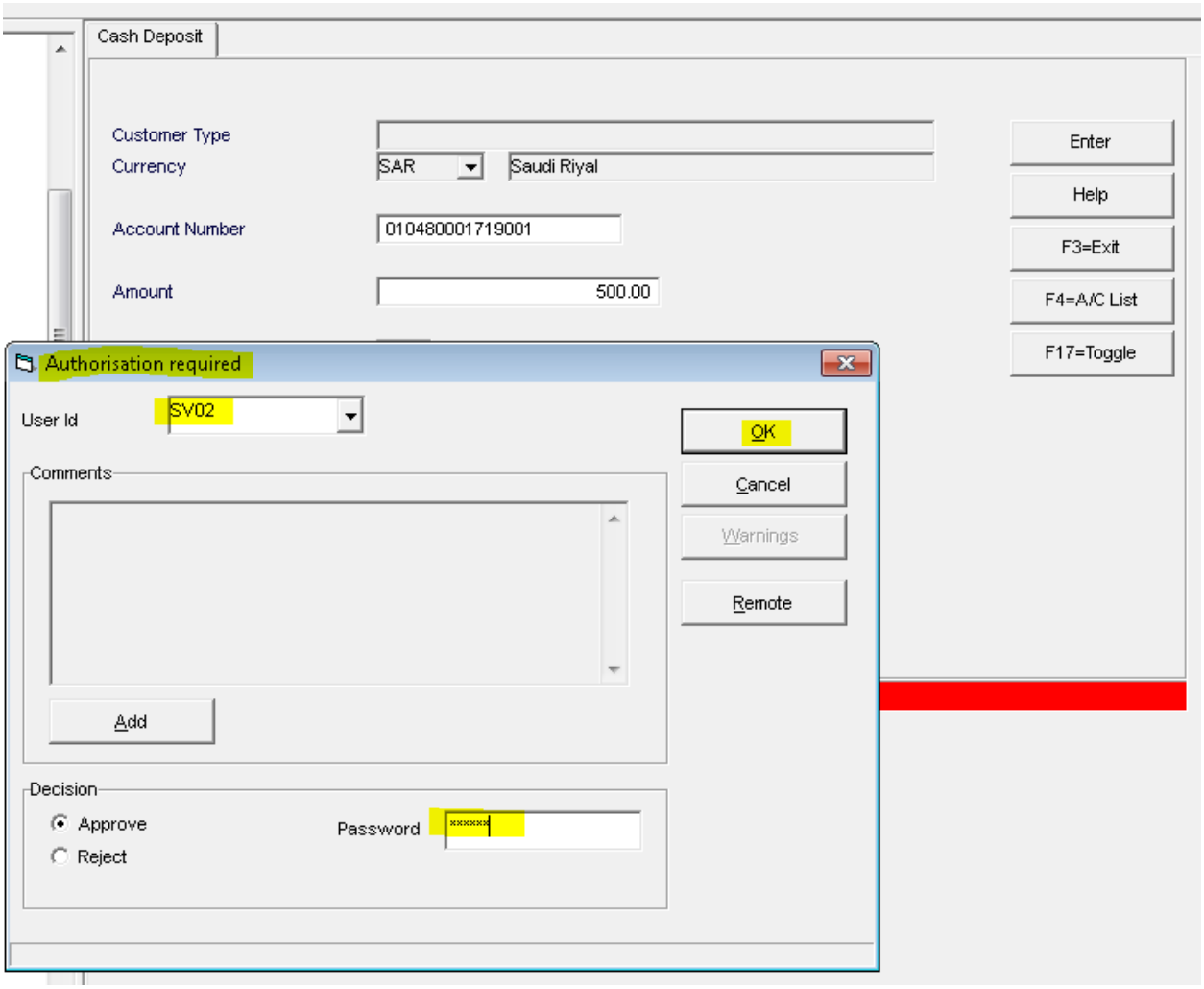

Additional Information
ID\Iqama No.
1013508674
Relation with A/C holder
???? - SELF
Depositor's Name
سعدي بن سعود بن رهيف العنزي
Address
-
Telephone No
0560055190
Purpose of Deposit
TEST
OK
Cancel

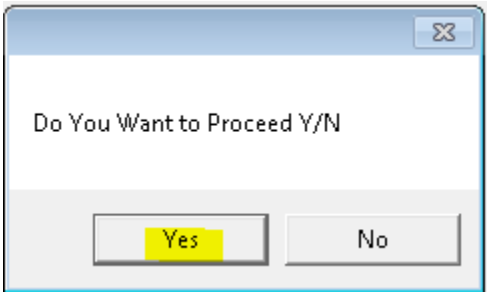


- To print the receipt by English language select GB or by Arabic language Select AR

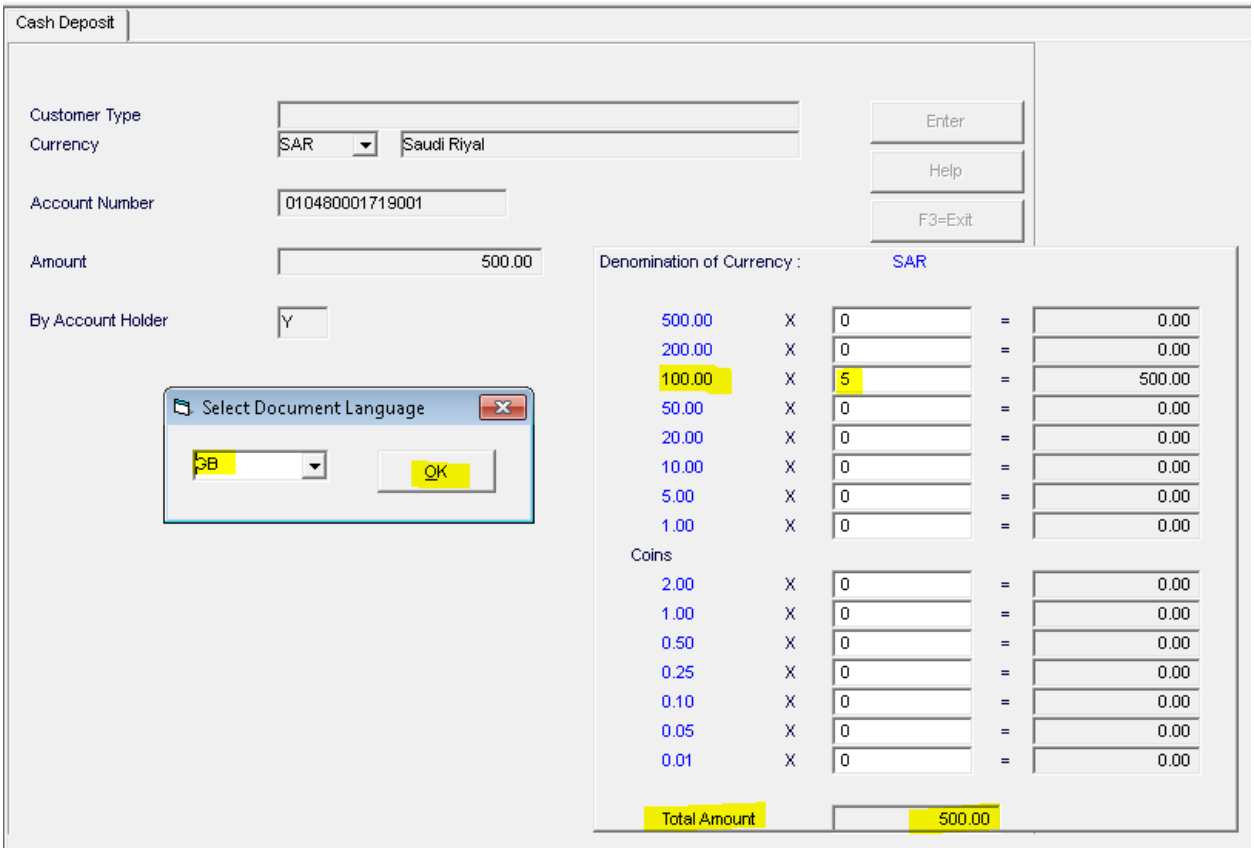


- Override and authorization required from supervisor
- Select BN01 and the password : B01@ebauat

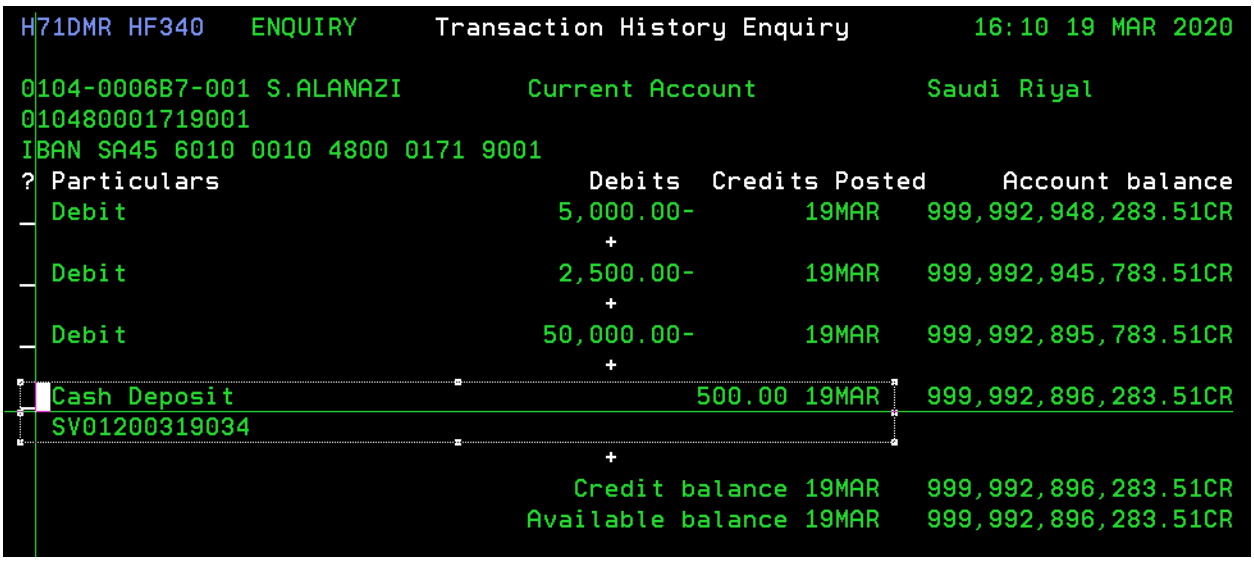




- Then select how many paper of money from the customer he want deposit

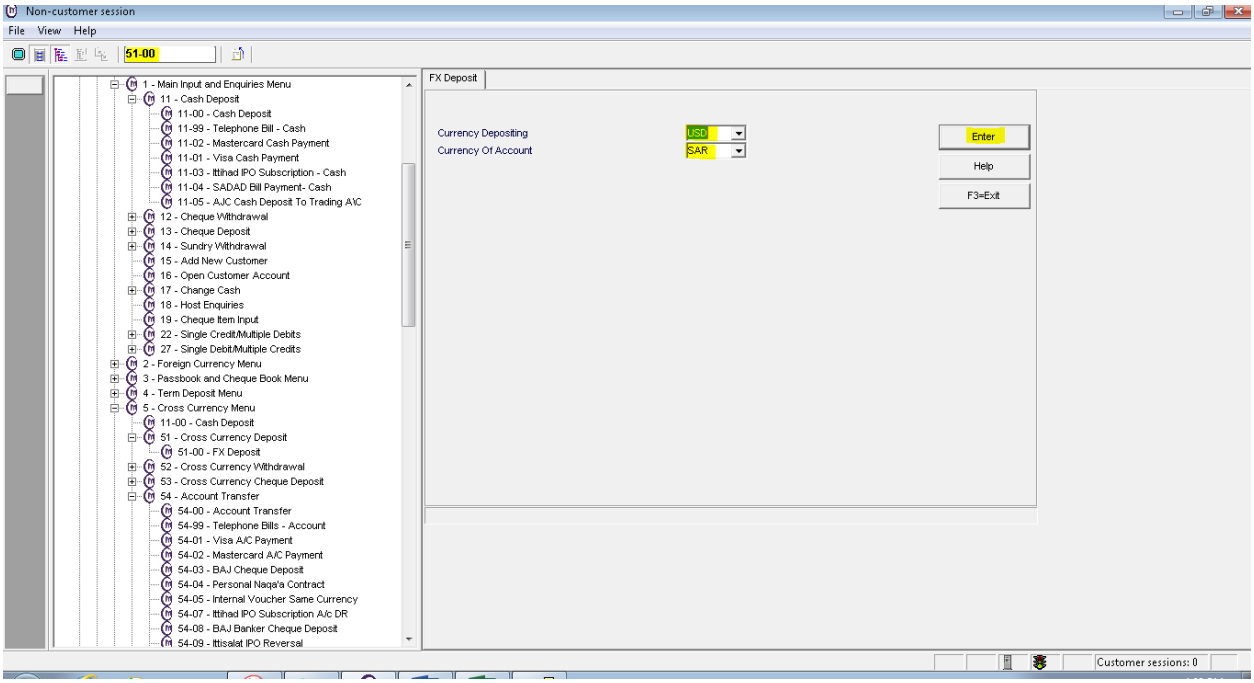


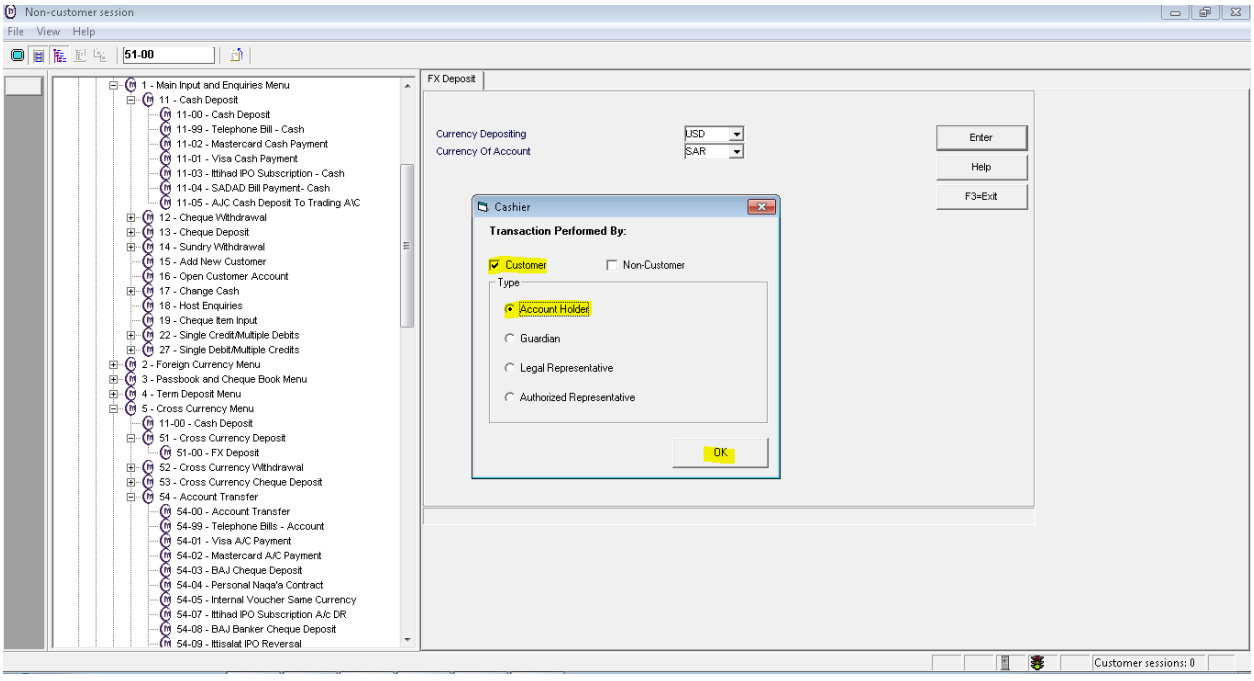
- Then you can check the Equation if the transaction has been posted.

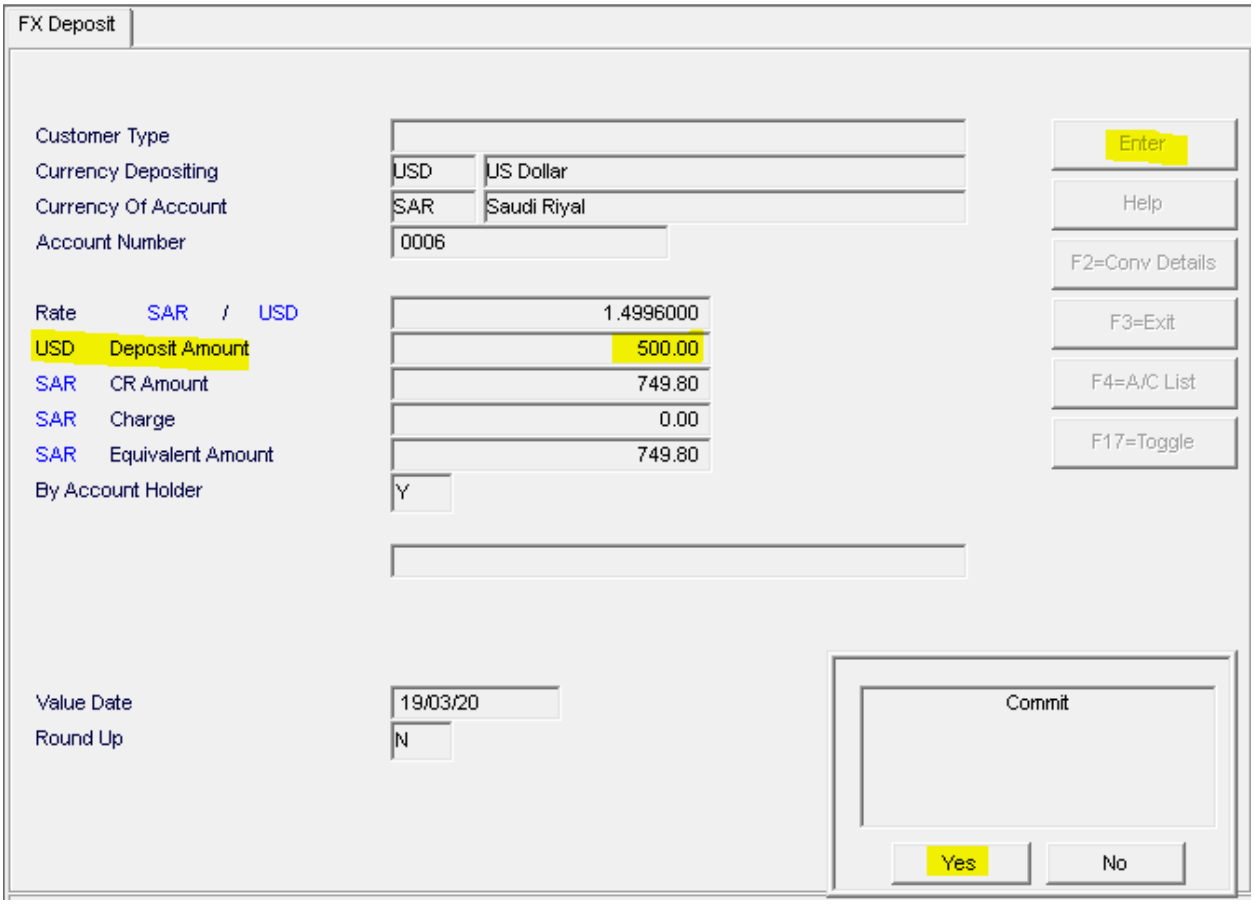


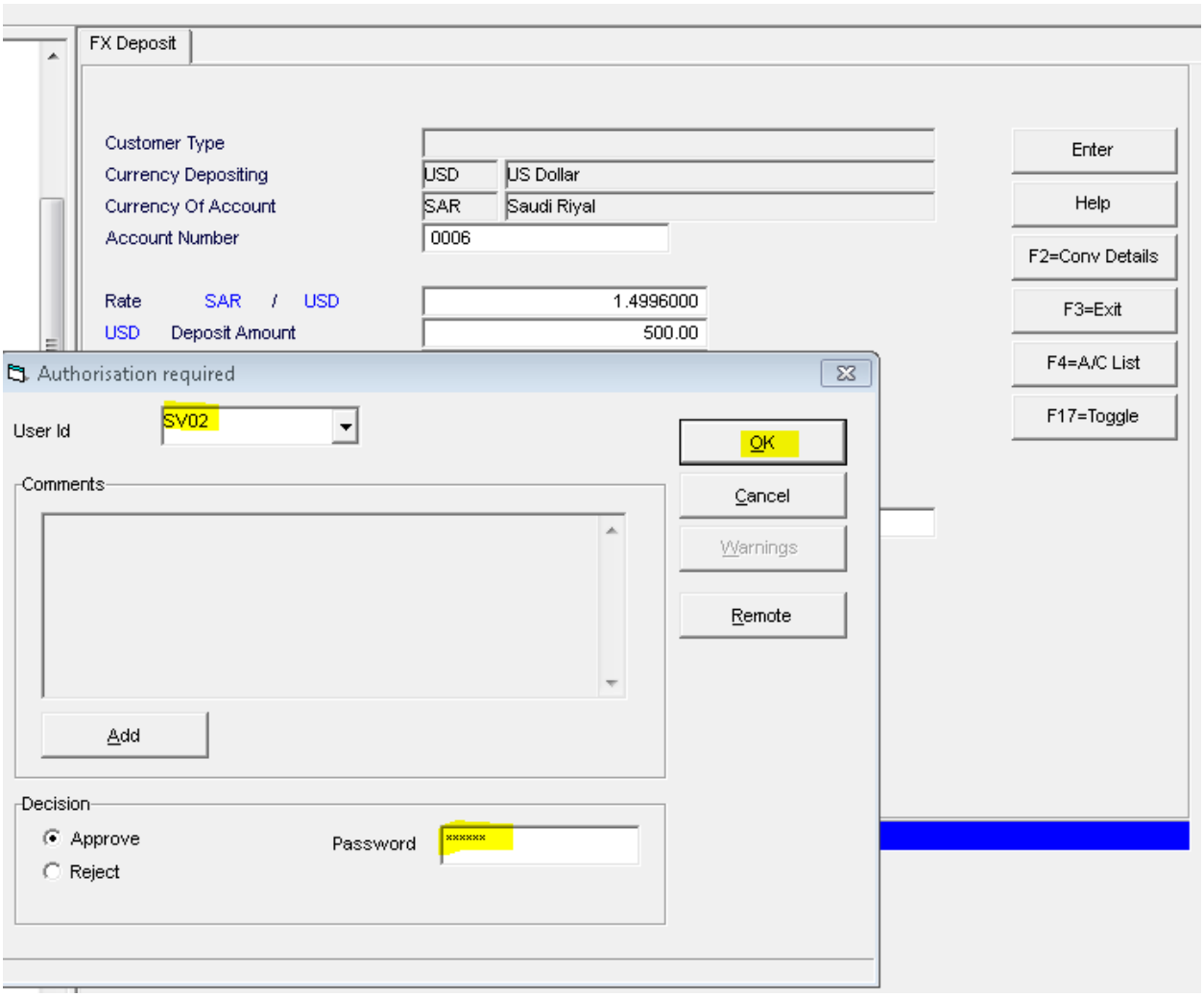
Perform Transactions using Teller user

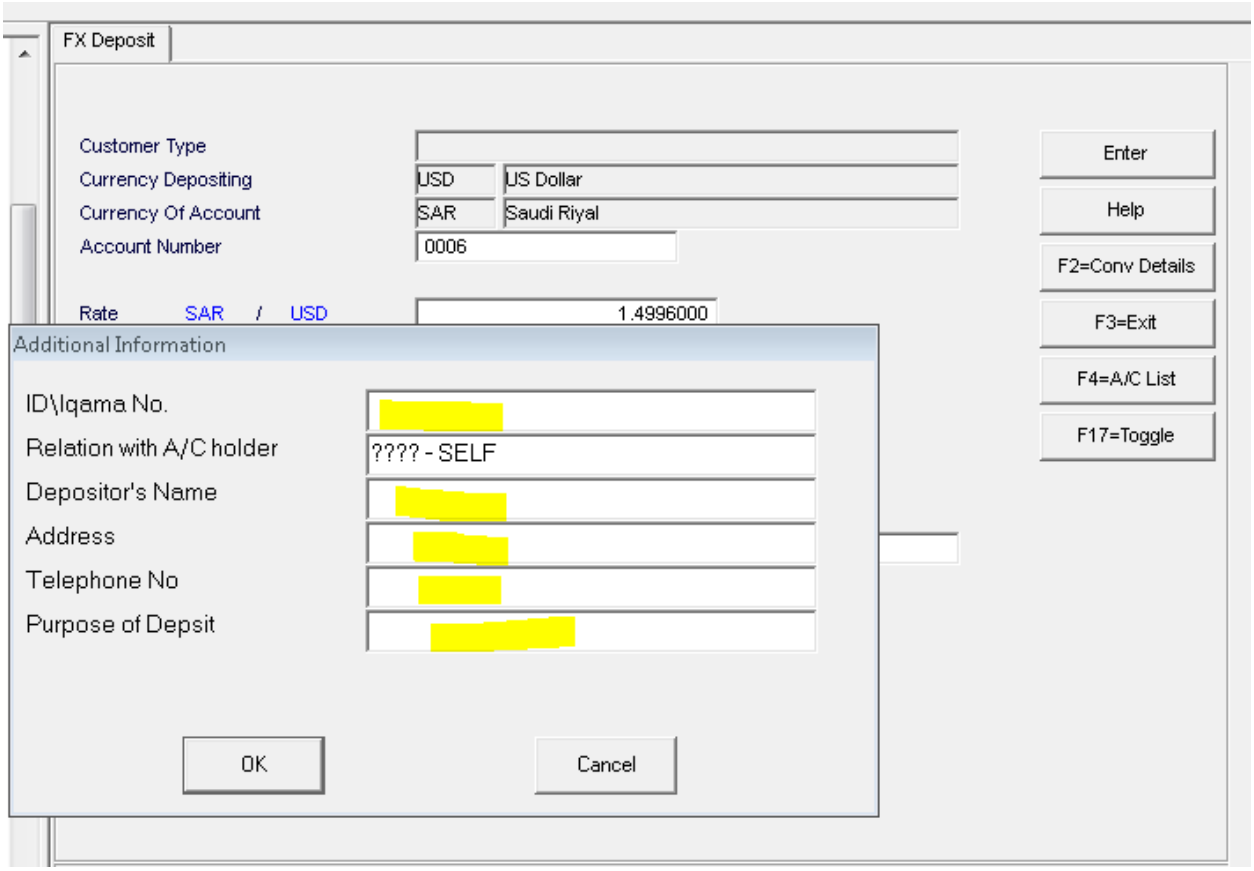
- Perform Deposit transactions with other currency 51-00

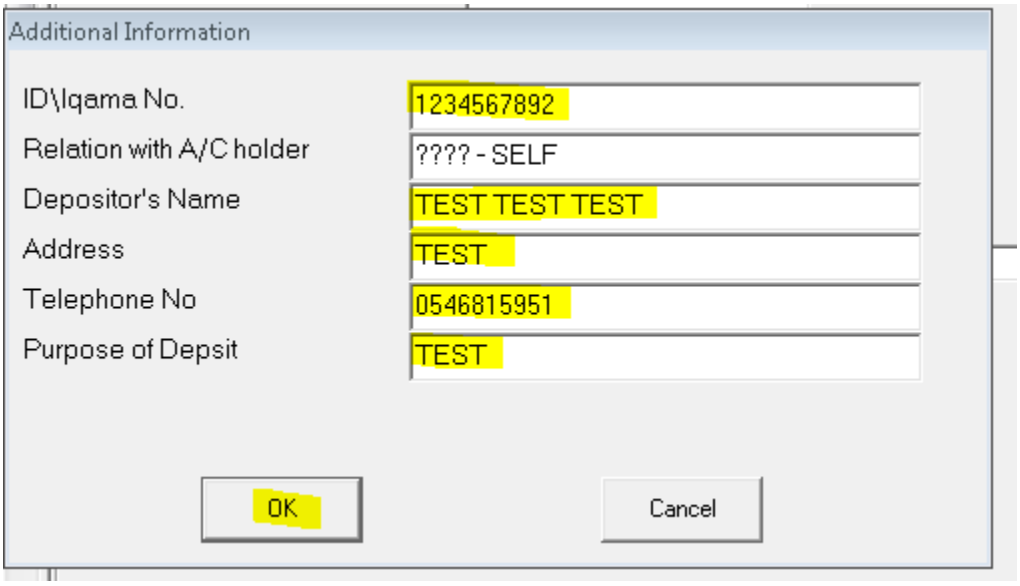


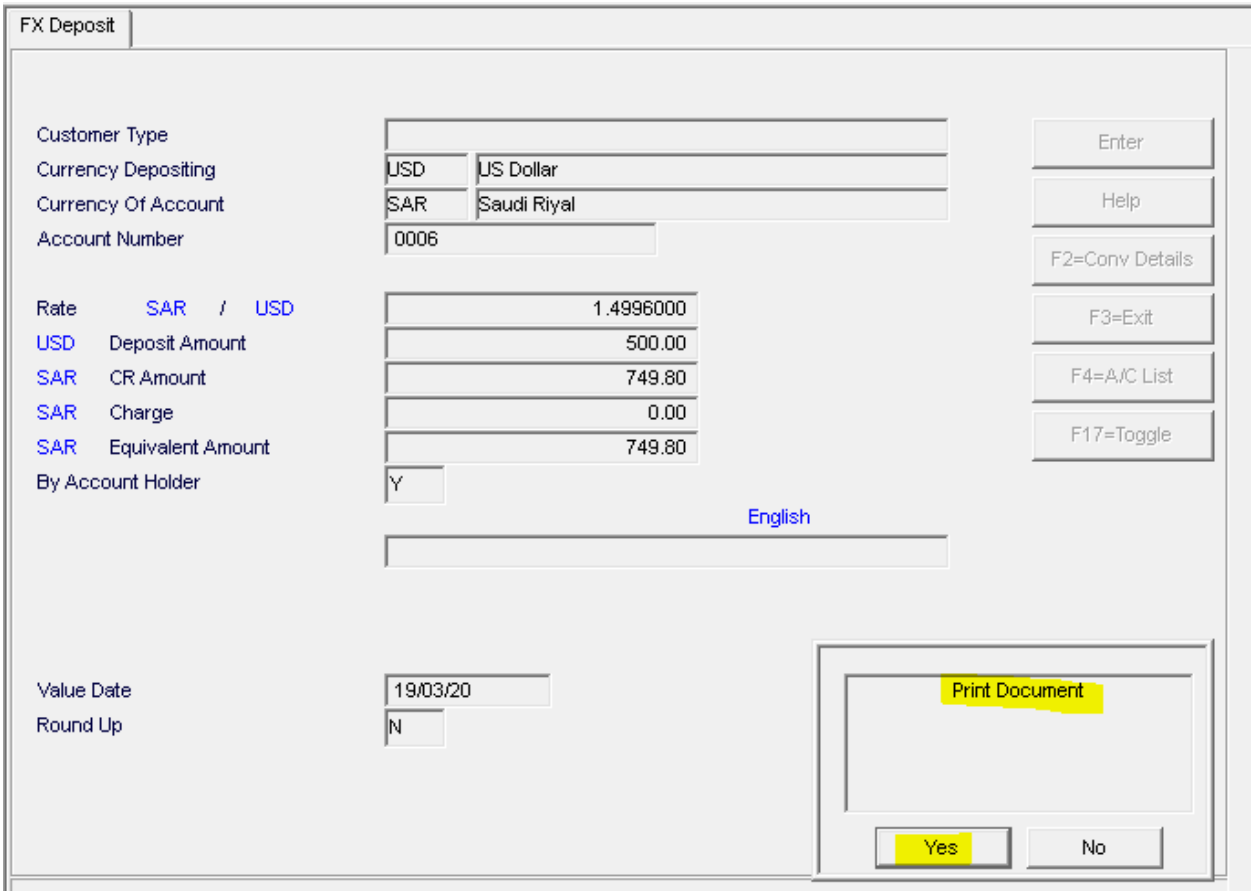


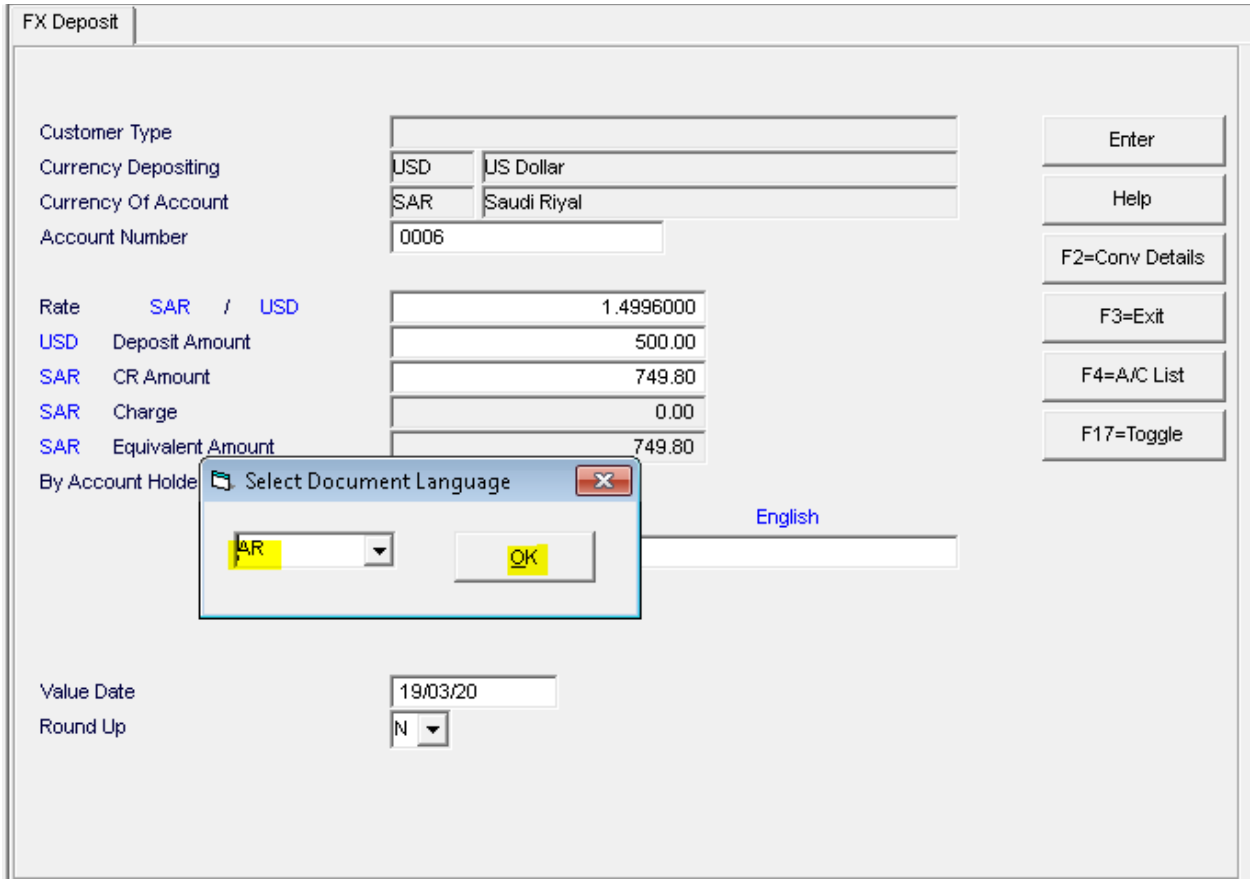

FX Deposit
Customer Type
Currency Depositing
USD
US Dollar
Currency Of Account
SAR
Saudi Riyal
Account Number
0006
Rate SAR / USD
1.4996000
USD Deposit Amount
500.00
SAR CR Amount
749.80
SAR Charge
0.00
SAR Equivalent Amount
749.80
By Account Holder
Y
Value Date
19/03/20
Round Up
N
Enter
Help
F2=Conv Details
F3=Exit
F4=A/C List
F17=Toggle
Commit
Yes
No

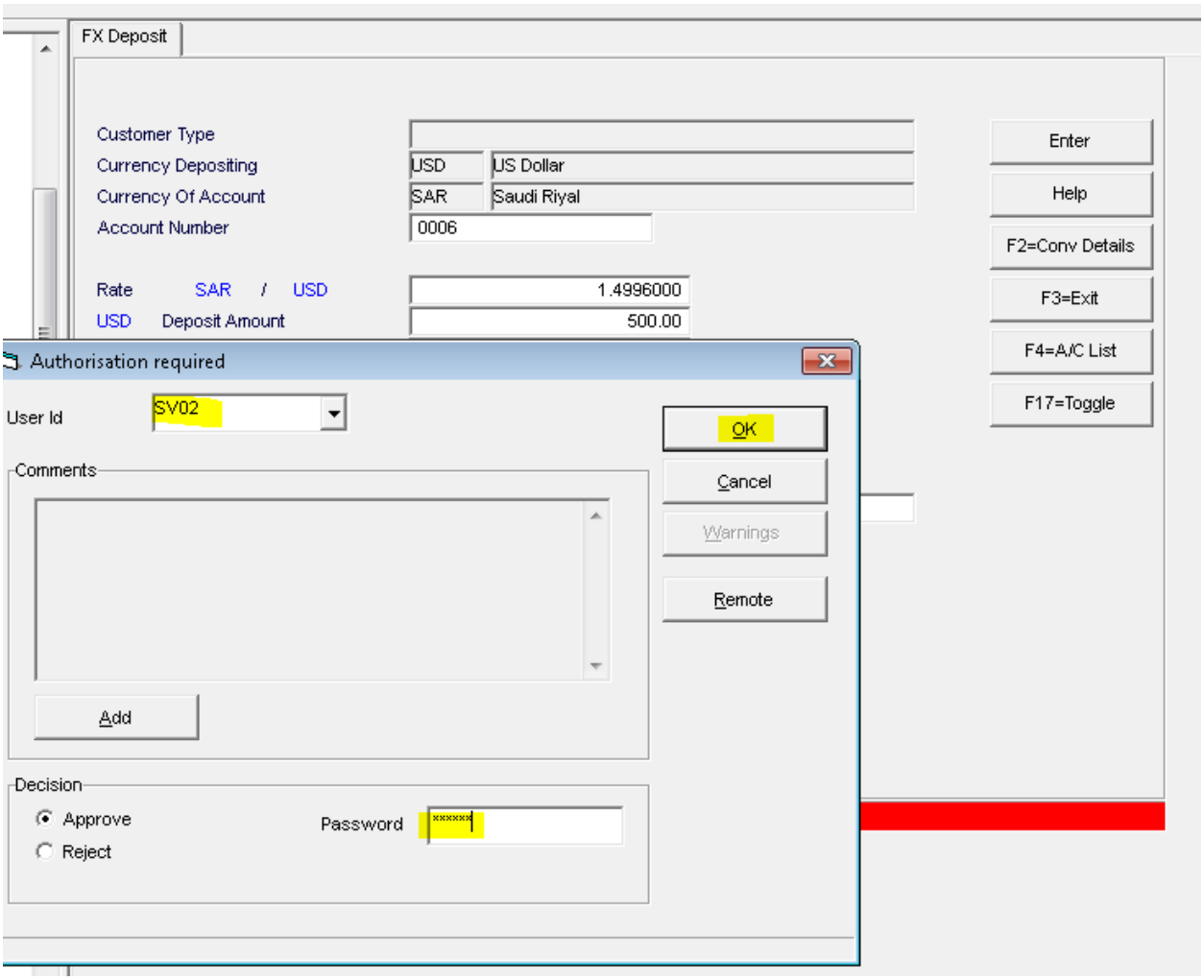

FX Deposit
Customer Type
Currency Depositing
USD
US Dollar
Currency Of Account
SAR
Saudi Riyal
Account Number
0006
Rate
SAR
/
USD
1.4996000
USD
Deposit Amount
500.00
Enter
Help
F2=Conv Details
F3=Exit
F4=A/C List
F17=Toggle
Authorisation required
User Id
SV02
OK
Cancel
Warnings
Remote
Comments
Add
Decision
Approve
Reject
Password
******

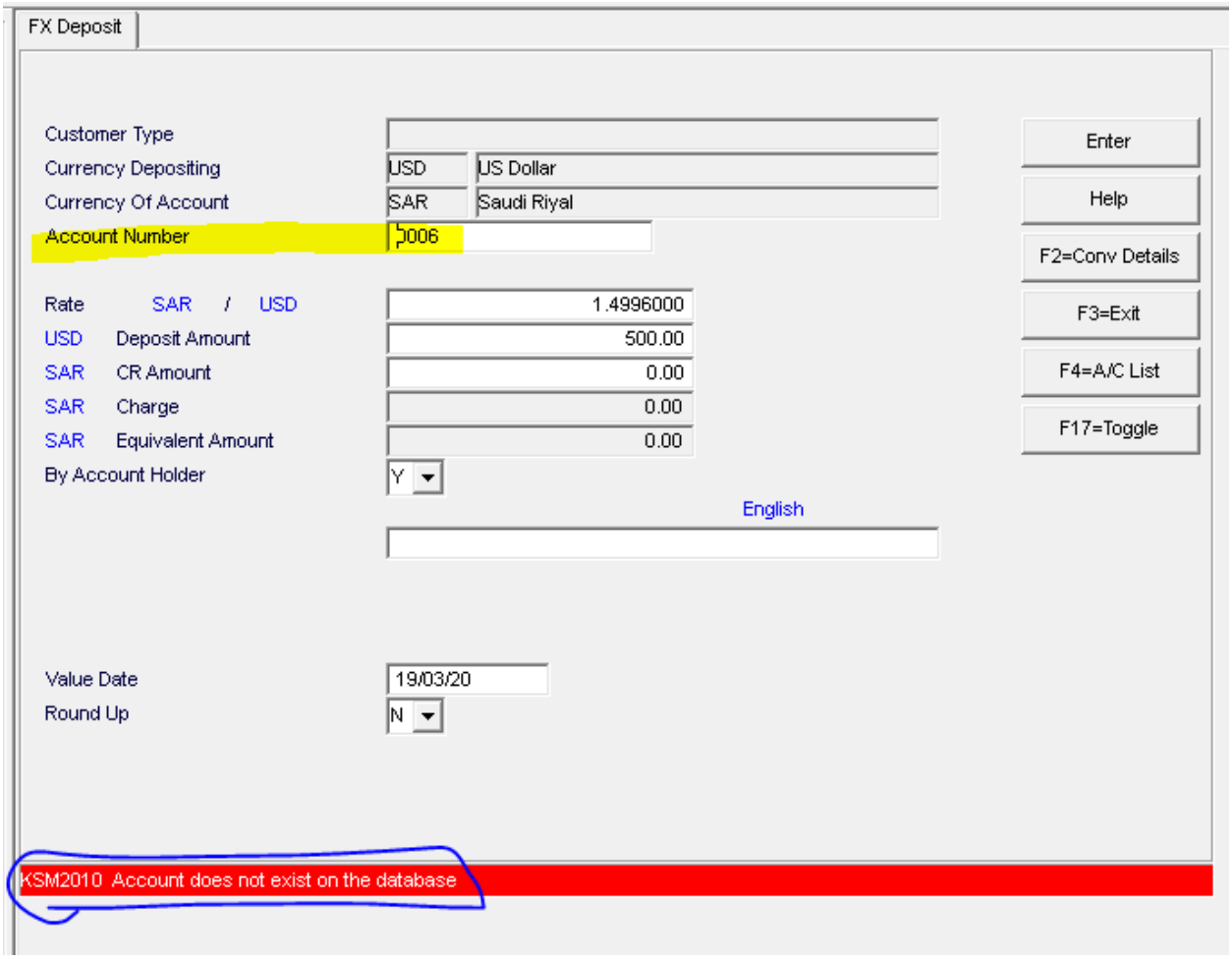

FX Deposit
Customer Type
Currency Depositing
USD
US Dollar
Currency Of Account
SAR
Saudi Riyal
Account Number
0006
Rate
SAR
/
USD
1.4996000
Enter
Help
F2=Conv Details
F3=Exit
F4=A/C List
F17=Toggle
Additional Information
ID\Iqama No.
Relation with A/C holder
???? - SELF
Depositor's Name
Address
Telephone No
Purpose of Depsit
OK
Cancel


Additional Information
ID\Iqama No.
1234567892
Relation with A/C holder
???? - SELF
Depositor's Name
TEST TEST TEST
Address
TEST
Telephone No
0546815951
Purpose of Depsit
TEST
OK
Cancel

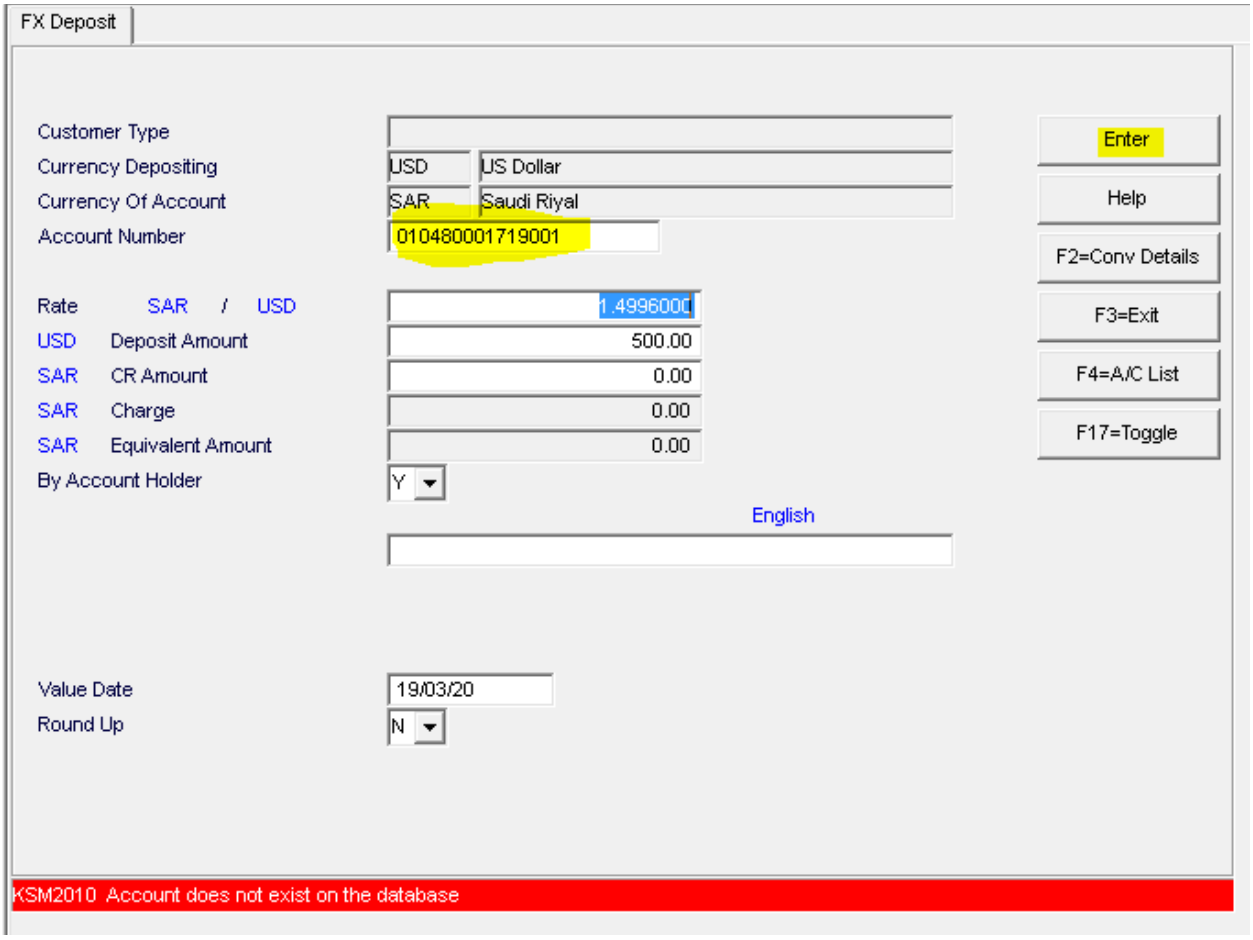

FX Deposit
Customer Type
Currency Depositing
USD
US Dollar
Currency Of Account
SAR
Saudi Riyal
Account Number
0006
Rate SAR / USD
1.4996000
USD Deposit Amount
500.00
SAR CR Amount
749.80
SAR Charge
0.00
SAR Equivalent Amount
749.80
By Account Holder
Y
English
Value Date
19/03/20
Round Up
N
Enter
Help
F2=Conv Details
F3=Exit
F4=A/C List
F17=Toggle
Print Document
Yes
No

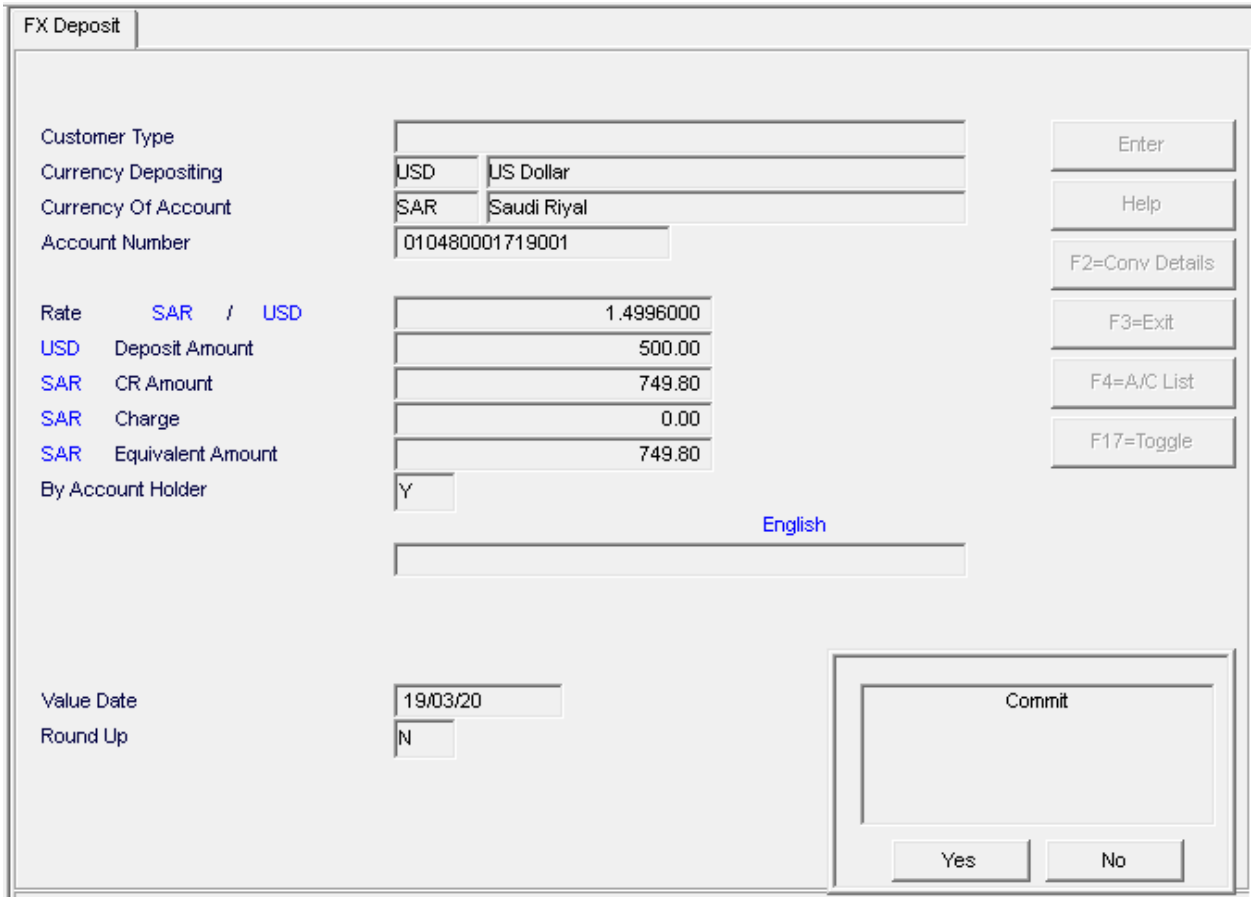

FX Deposit
Customer Type
Currency Depositing
USD
US Dollar
Currency Of Account
SAR
Saudi Riyal
Account Number
0006
Rate SAR / USD
1.4996000
USD Deposit Amount
500.00
SAR CR Amount
749.80
SAR Charge
0.00
SAR Equivalent Amount
749.80
By Account Holde
English
Select Document Language
AR
OK
Value Date
19/03/20
Round Up
N
Enter
Help
F2=Conv Details
F3=Exit
F4=A/C List
F17=Toggle

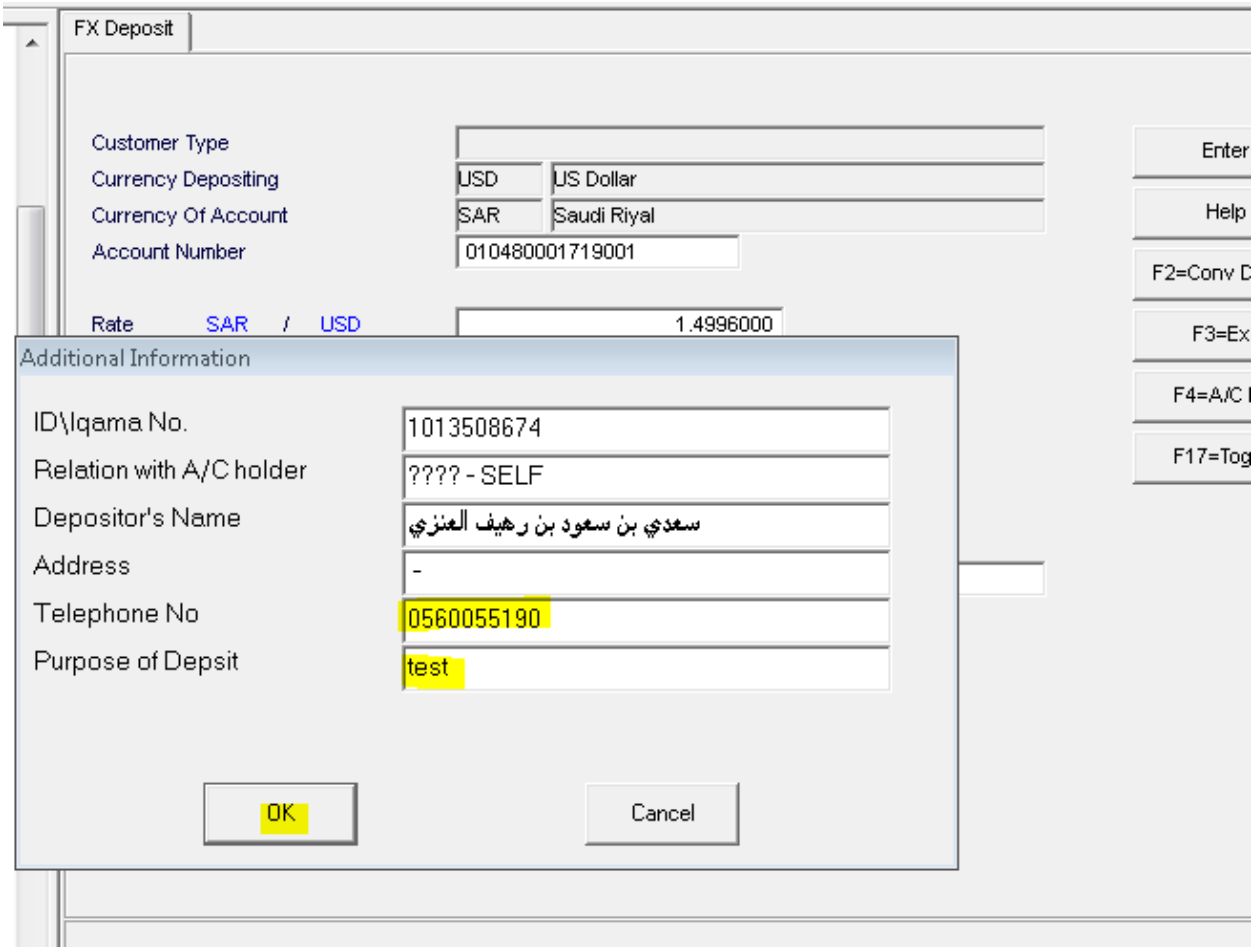

FX Deposit
Customer Type
Currency Depositing
USD
US Dollar
Currency Of Account
SAR
Saudi Riyal
Account Number
0006
Rate SAR / USD
1.4996000
USD Deposit Amount
500.00
Enter
Help
F2=Conv Details
F3=Exit
F4=A/C List
F17=Toggle
Authorisation required
User Id
SV02
OK
Cancel
Warnings
Remote
Comments
Add
Decision
Approve
Reject
Password
******

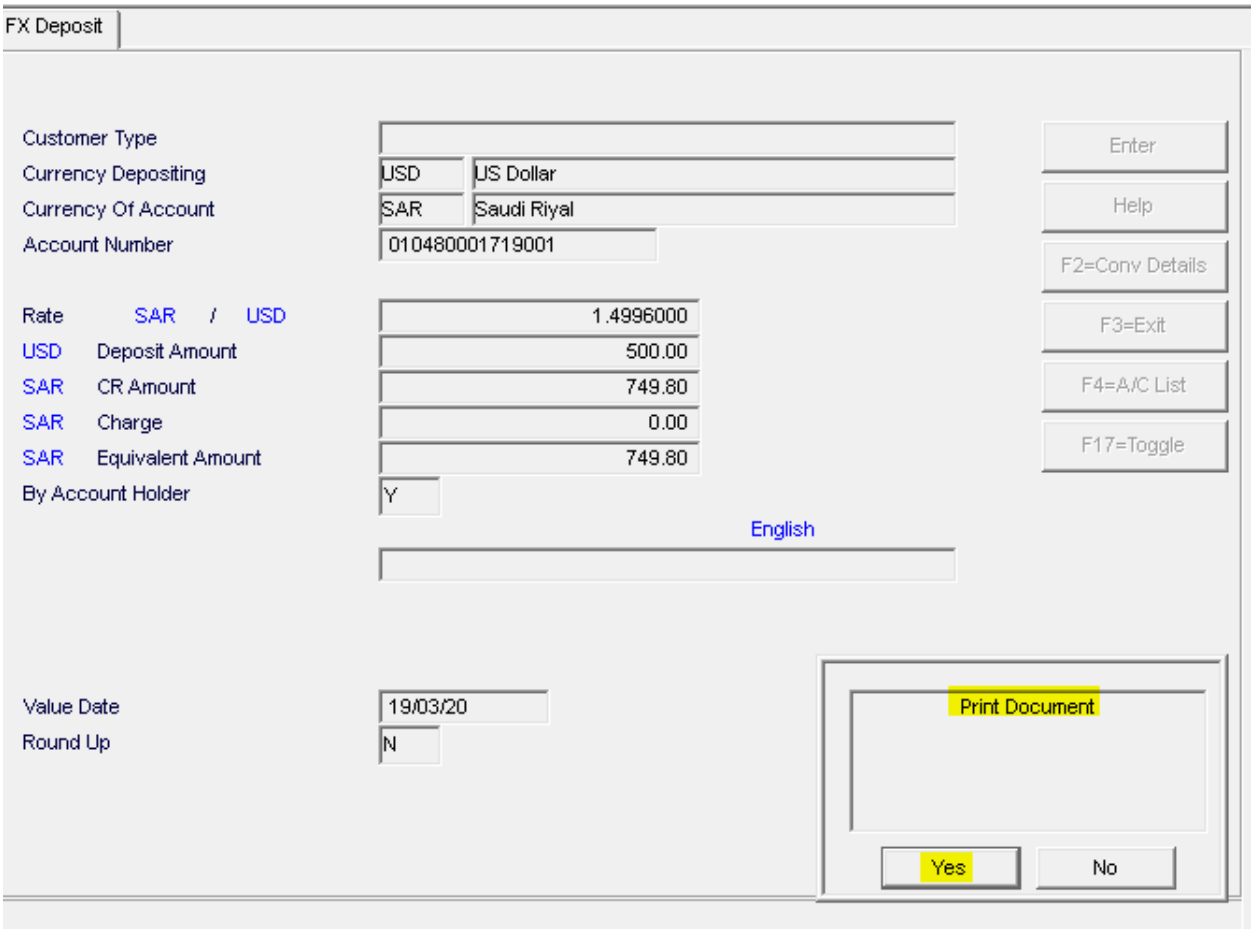


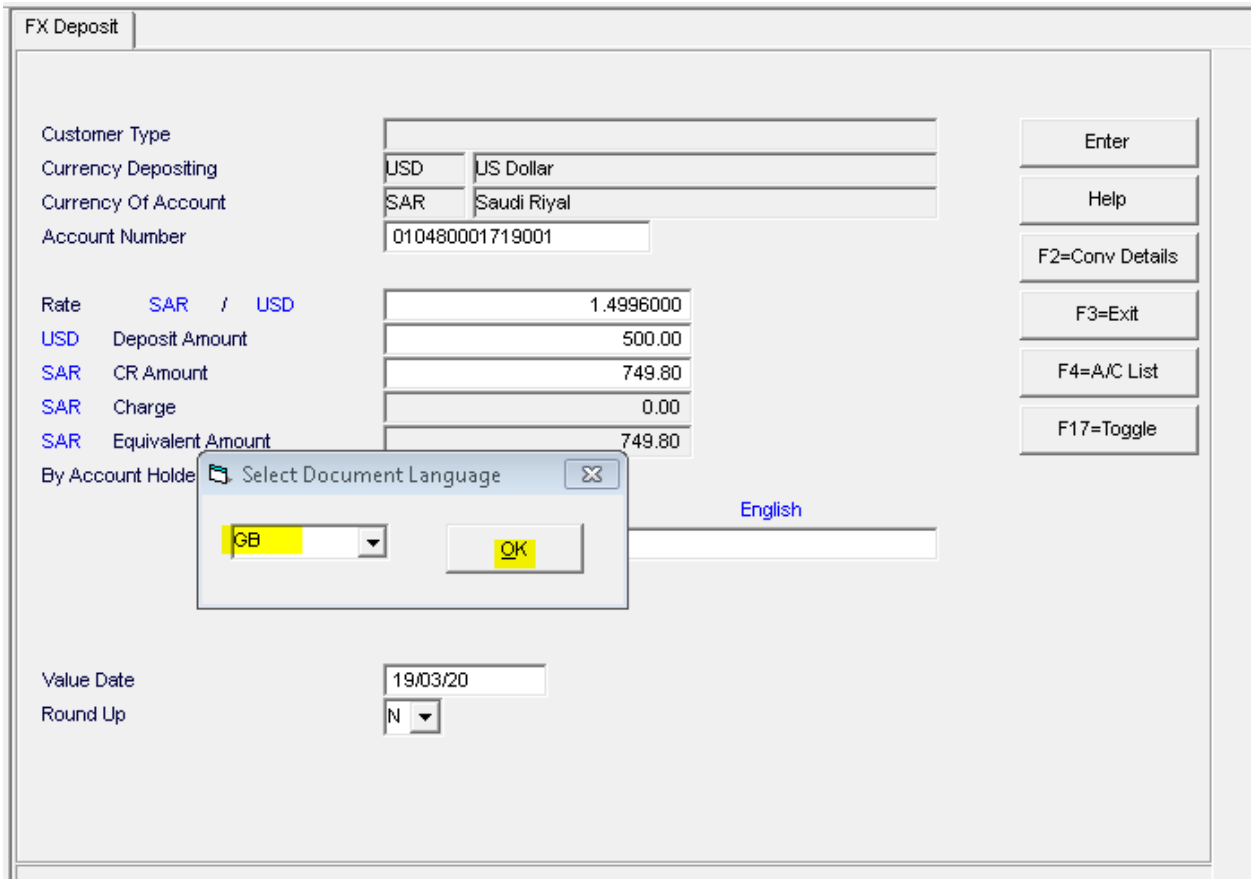
- I got an error because I did not type the correct account.
- I will re-write it again and perform the transaction

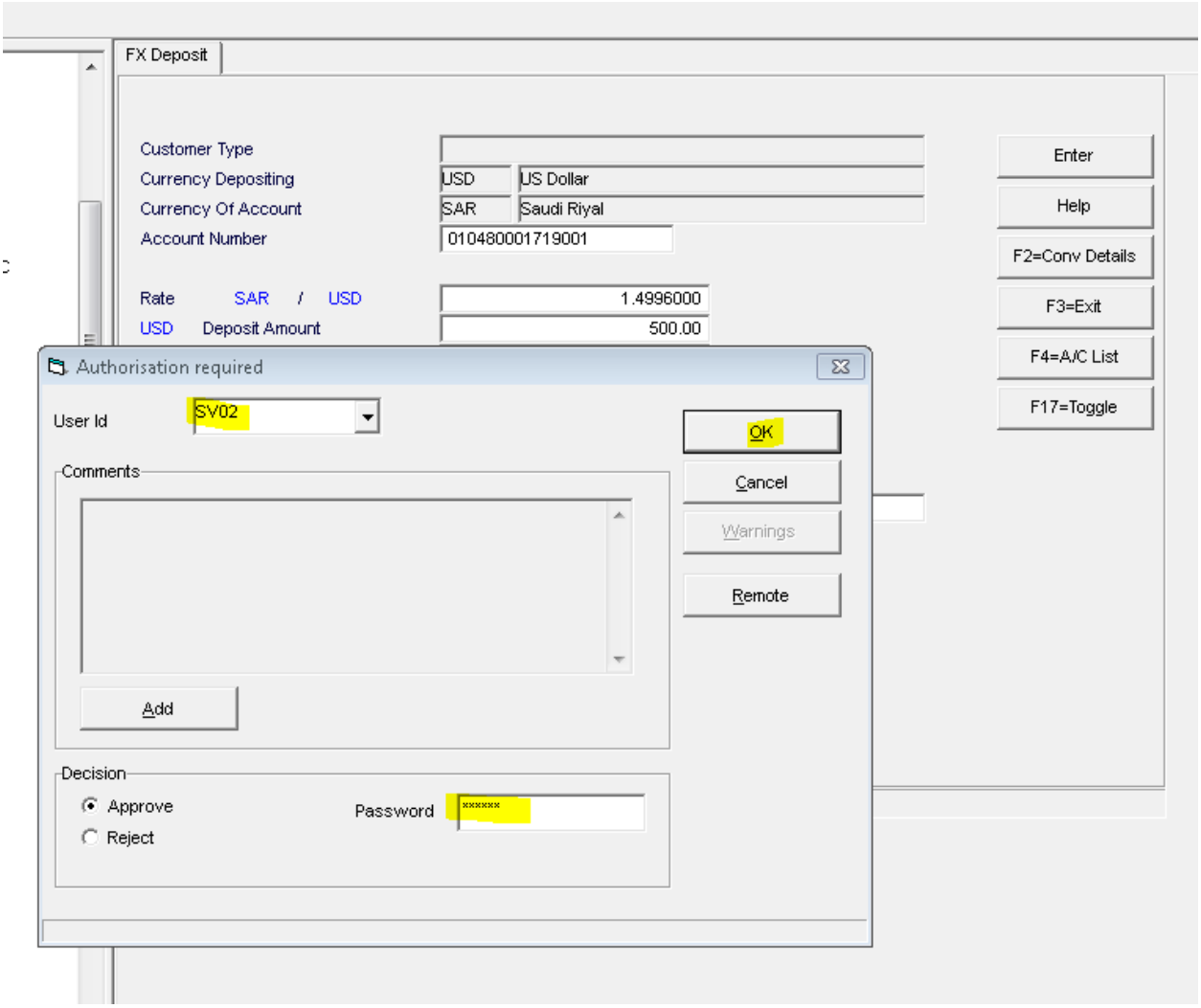

FX Deposit
Customer Type
Currency Depositing
USD
US Dollar
Currency Of Account
SAR
Saudi Riyal
Account Number
010480001719001
Rate SAR / USD
1.4996000
USD Deposit Amount
500.00
SAR CR Amount
0.00
SAR Charge
0.00
SAR Equivalent Amount
0.00
By Account Holder
Y
English
Value Date
19/03/20
Round Up
N
Enter
Help
F2=Conv Details
F3=Exit
F4=A/C List
F17=Toggle
KSM2010 Account does not exist on the database

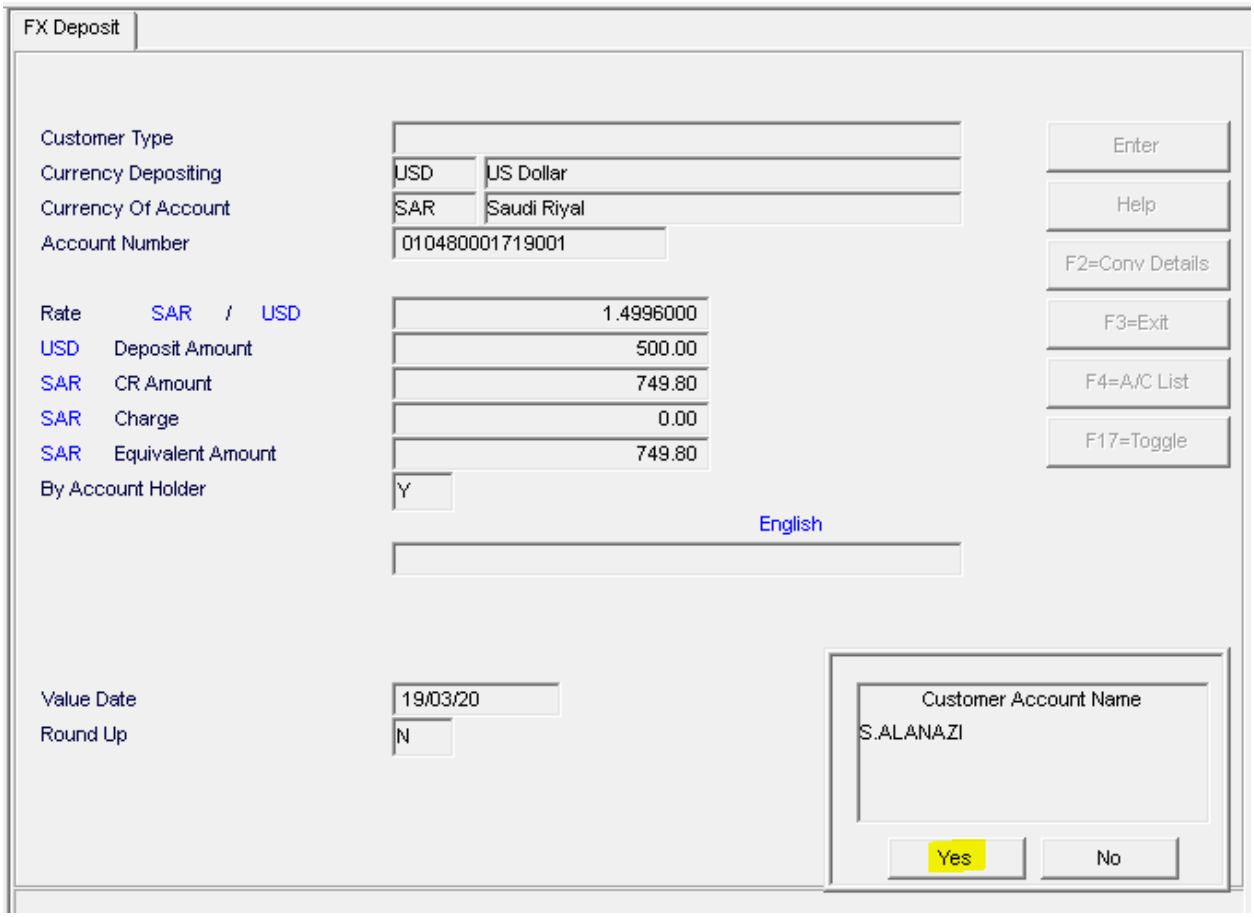

FX Deposit
Customer Type
Currency Depositing
USD
US Dollar
Currency Of Account
SAR
Saudi Riyal
Account Number
010480001719001
Rate SAR / USD
1.4996000
USD Deposit Amount
500.00
SAR CR Amount
749.80
SAR Charge
0.00
SAR Equivalent Amount
749.80
By Account Holder
Y
English
Value Date
19/03/20
Round Up
N
Enter
Help
F2=Conv Details
F3=Exit
F4=A/C List
F17=Toggle
Commit
Yes
No

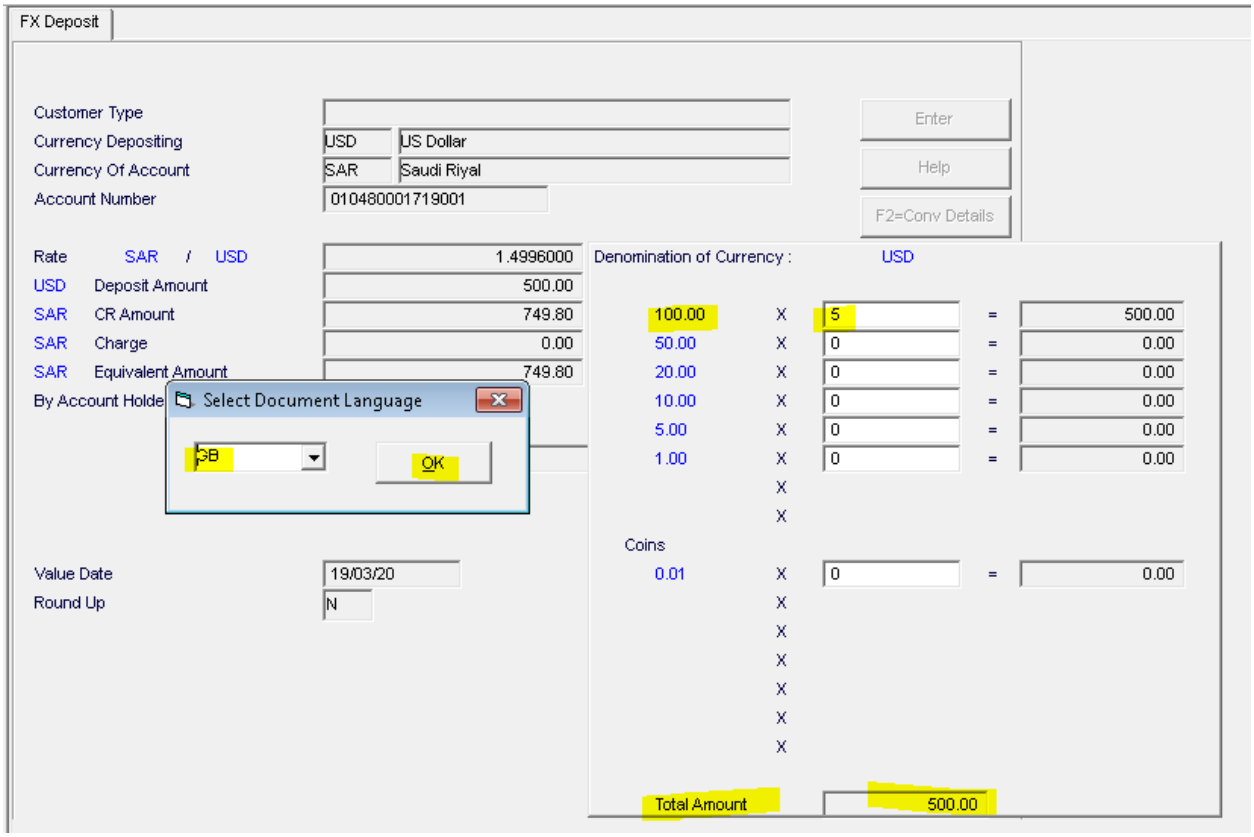

FX Deposit
Customer Type
Currency Depositing
USD
US Dollar
Currency Of Account
SAR
Saudi Riyal
Account Number
010480001719001
Rate
SAR
/
USD
1.4996000
Enter
Help
F2=Conv D
F3=Ex
F4=A/C
F17=Tog
Additional Information
ID\Iqama No.
1013508674
Relation with A/C holder
???? - SELF
Depositor's Name
سعدي بن سعود بن رهيف العنزي
Address
-
Telephone No
0560055190
Purpose of Depsit
test
OK
Cancel


FX Deposit
Customer Type
Currency Depositing
USD
US Dollar
Currency Of Account
SAR
Saudi Riyal
Account Number
010480001719001
Rate SAR / USD
1.4996000
USD Deposit Amount
500.00
SAR CR Amount
749.80
SAR Charge
0.00
SAR Equivalent Amount
749.80
By Account Holder
Y
English
Value Date
19/03/20
Round Up
N
Enter
Help
F2=Conv Details
F3=Exit
F4=A/C List
F17=Toggle
Print Document
Yes
No


FX Deposit
Customer Type
Currency Depositing
USD
US Dollar
Currency Of Account
SAR
Saudi Riyal
Account Number
010480001719001
Rate SAR / USD
1.4996000
USD Deposit Amount
500.00
SAR CR Amount
749.80
SAR Charge
0.00
SAR Equivalent Amount
749.80
By Account Holde
Select Document Language
GB
OK
English
Value Date
19/03/20
Round Up
N
Enter
Help
F2=Conv Details
F3=Exit
F4=A/C List
F17=Toggle


FX Deposit
Customer Type
Currency Depositing
USD
US Dollar
Currency Of Account
SAR
Saudi Riyal
Account Number
010480001719001
Rate SAR / USD
1.4996000
USD Deposit Amount
500.00
Enter
Help
F2=Conv Details
F3=Exit
F4=A/C List
F17=Toggle
Authorisation required
User Id
SV02
OK
Cancel
Warnings
Remote
Comments
Add
Decision
Approve
Reject
Password
******


FX Deposit
Customer Type
Currency Depositing
USD
US Dollar
Currency Of Account
SAR
Saudi Riyal
Account Number
010480001719001
Rate SAR / USD
1.4996000
USD Deposit Amount
500.00
SAR CR Amount
749.80
SAR Charge
0.00
SAR Equivalent Amount
749.80
By Account Holder
Y
English
Value Date
19/03/20
Round Up
N
Enter
Help
F2=Conv Details
F3=Exit
F4=A/C List
F17=Toggle
Customer Account Name
S.ALANAZI
Yes
No



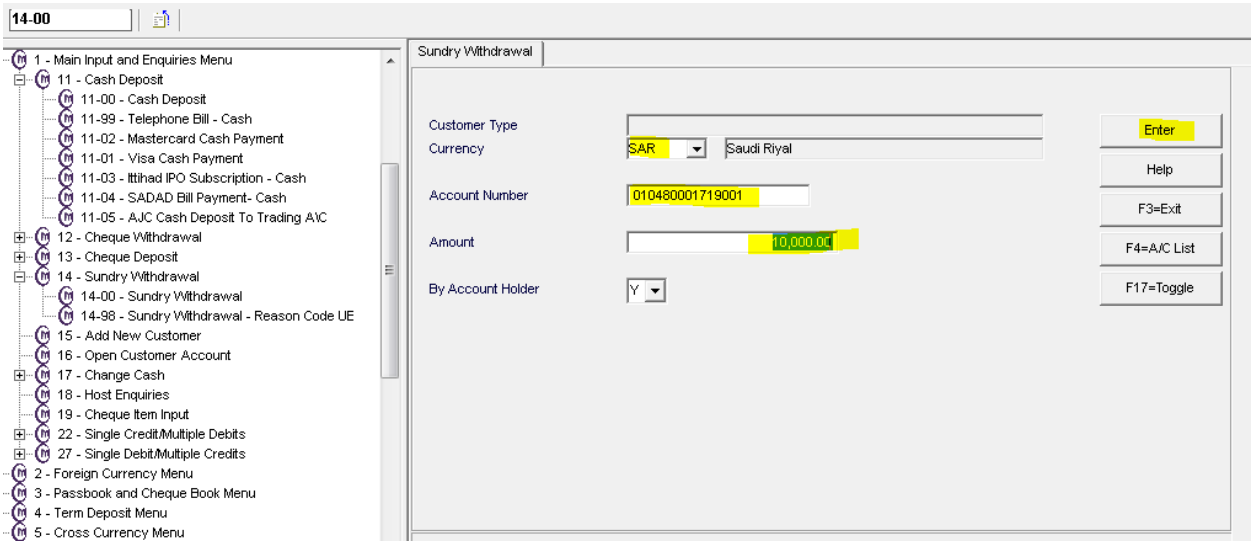

```
H71DMR HF340   ENQUIRY     Transaction History Enquiry        16:45 19 MAR 2020

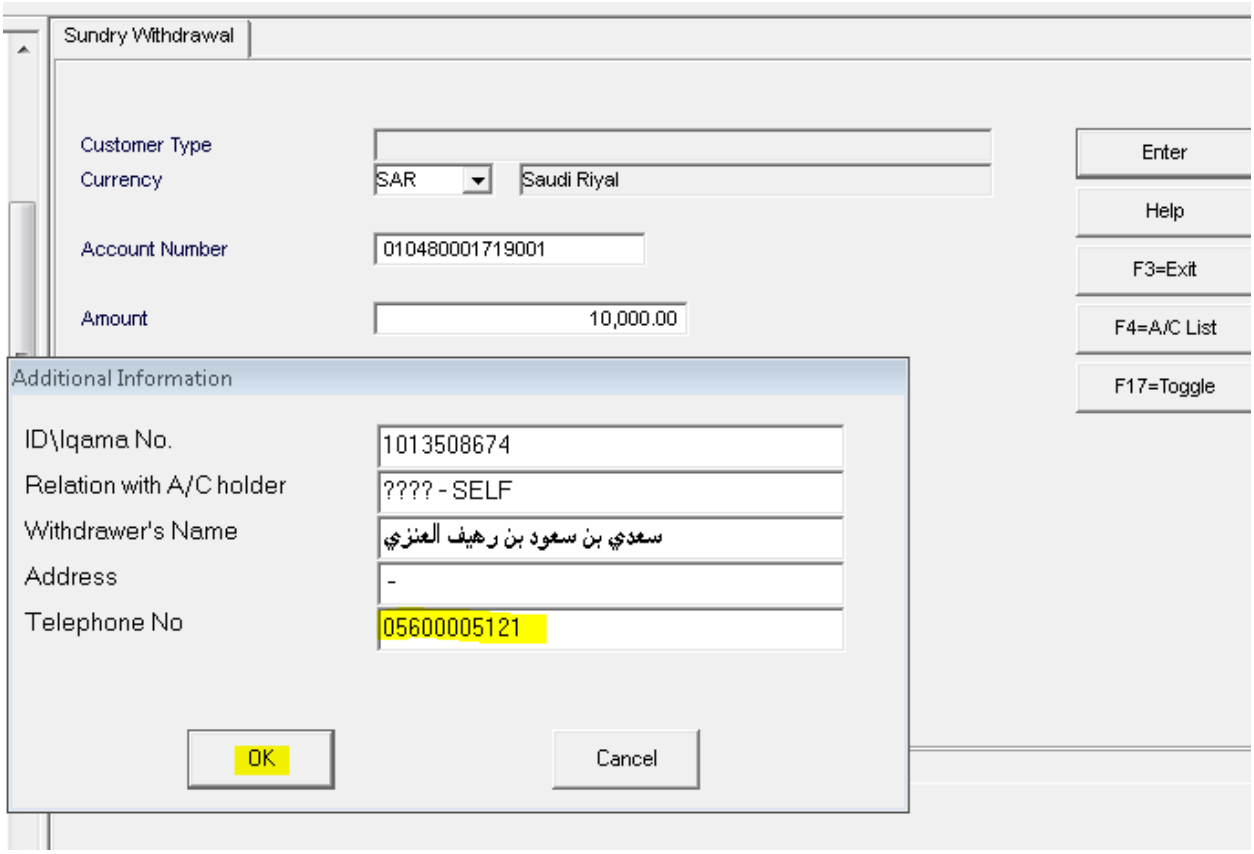
0104-0006B7-001 S.ALANAZI        Current Account           Saudi Riyal
010480001719001
IBAN SA45 6010 0010 4800 0171 9001
? Particulars                        Debits  Credits Posted     Account balance
_ Debit                           5,000.00-       19MAR   999,992,948,283.51CR
                                        +
_ Debit                           2,500.00-       19MAR   999,992,945,783.51CR
                                        +
_ Debit                          50,000.00-       19MAR   999,992,895,783.51CR
                                        +
_ Cash Deposit                                500.00 19MAR   999,992,896,283.51CR
  SV01200319034
                                        +
_ Foreign Currency Dep                        749.80 19MAR   999,992,897,033.31CR
  SV01200319036
                                        +
                                  Credit balance 19MAR   999,992,897,033.31CR
                                Available balance 19MAR   999,992,897,033.31CR

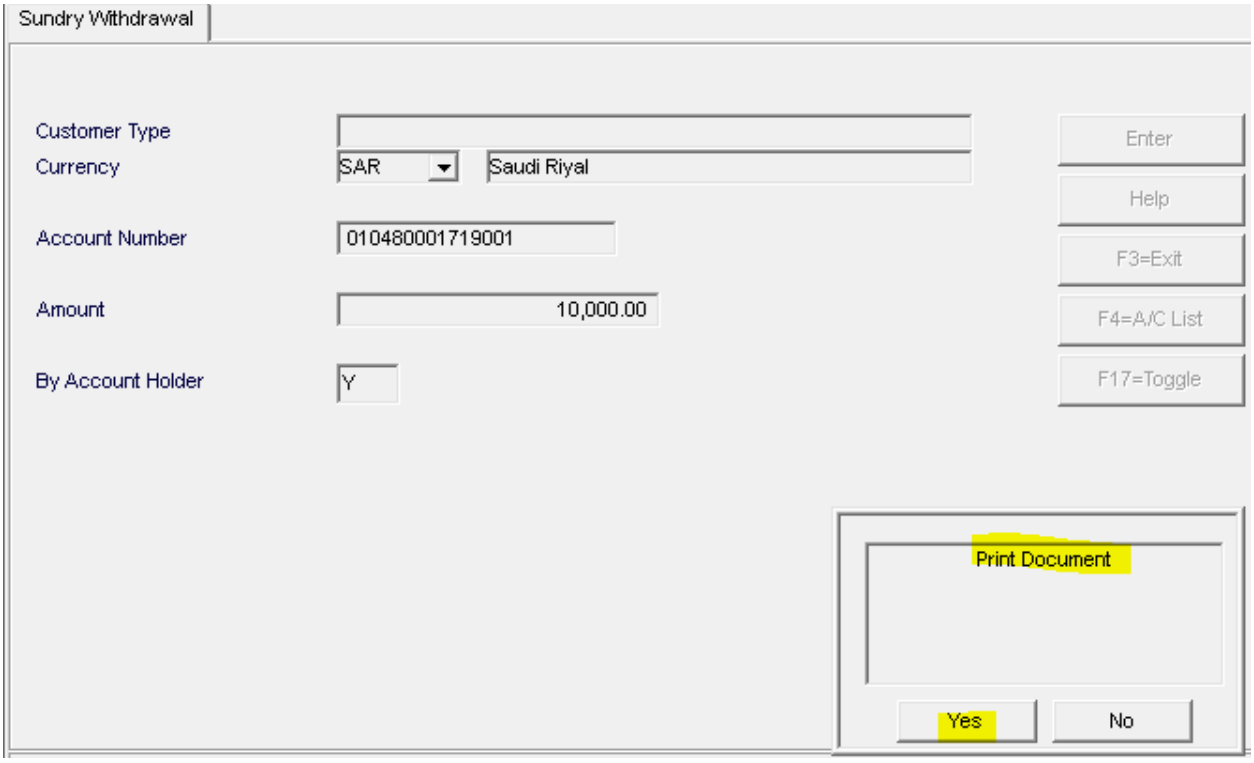
F3=Exit  F5=Refresh  F7=Backward  F8=Forward  F12=Previous  F16=Print
1=Posting 2=Event Summ 3=Narrative 4=Additional transaction info 23=PB
```

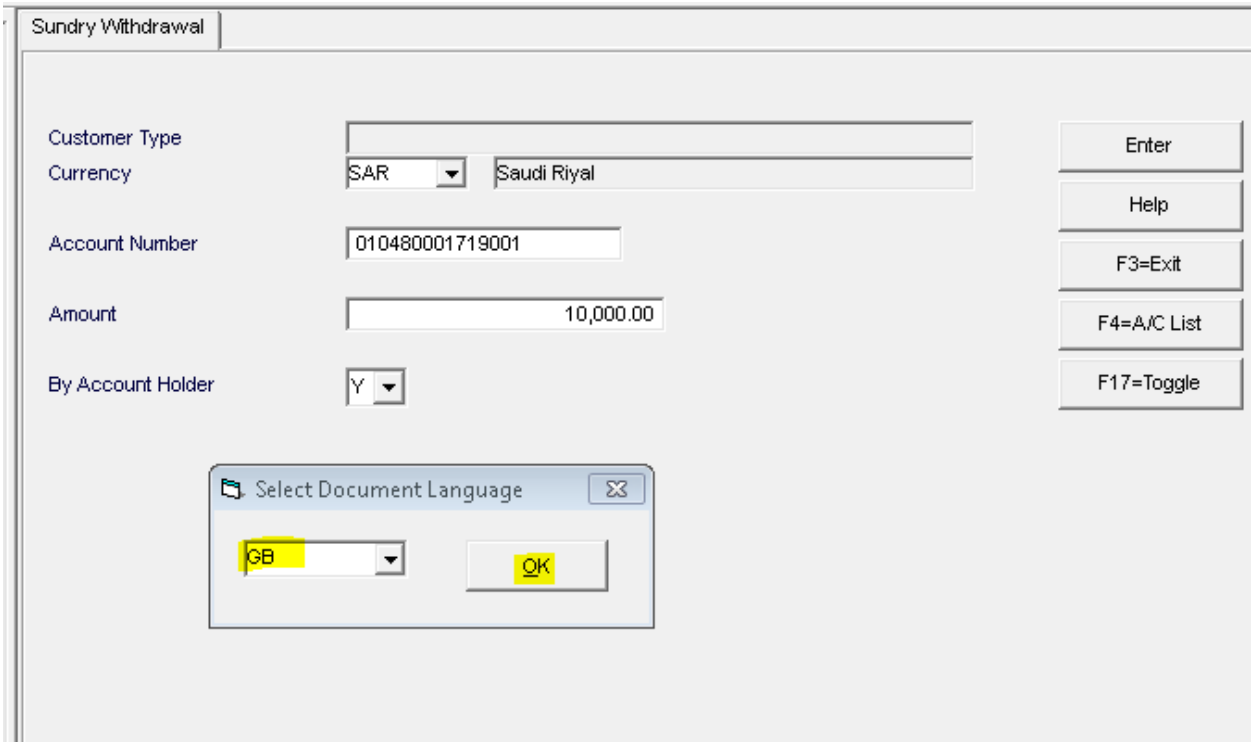
Perform Transactions using Teller user

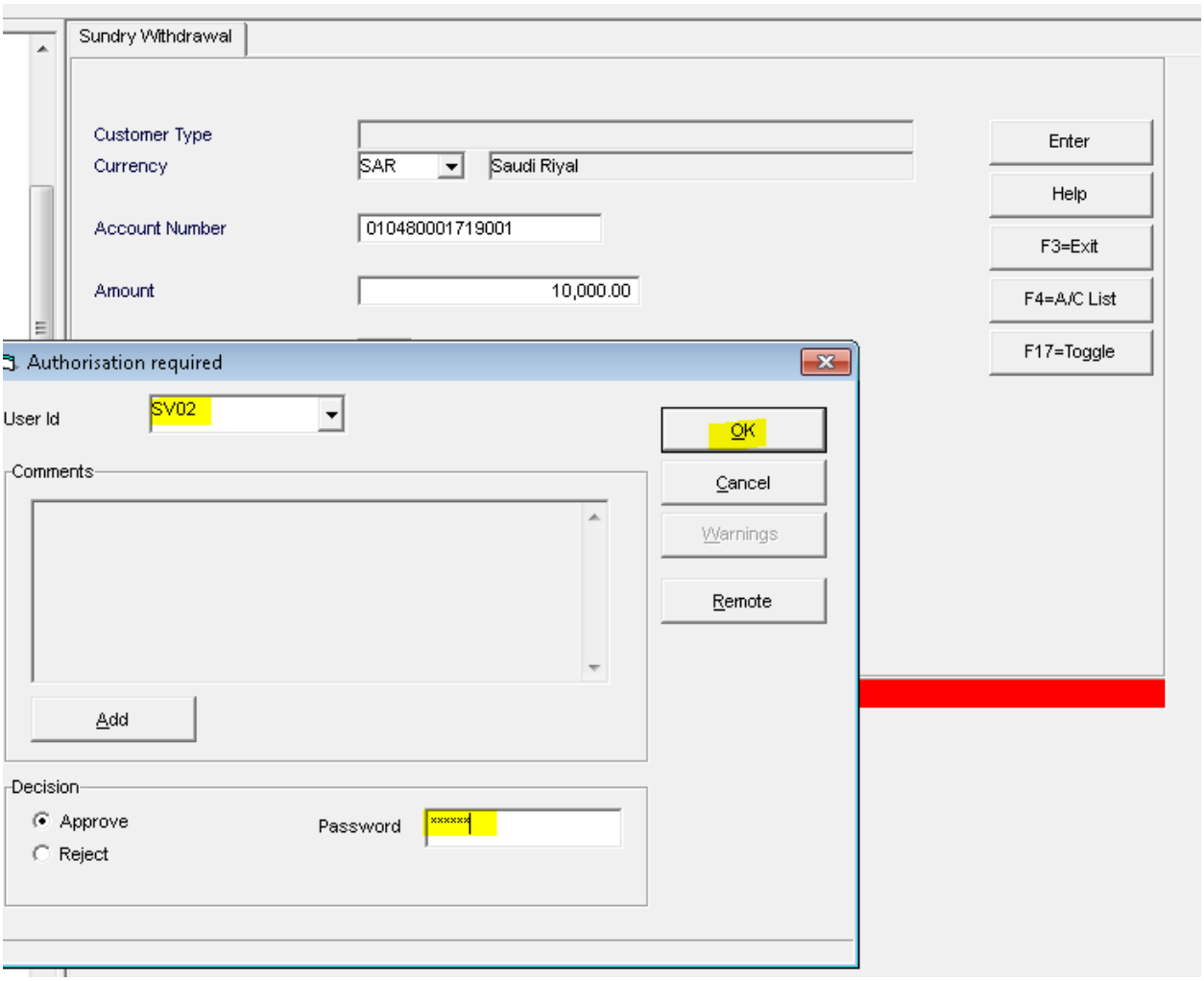
- Perform withdrawal transactions 14-00

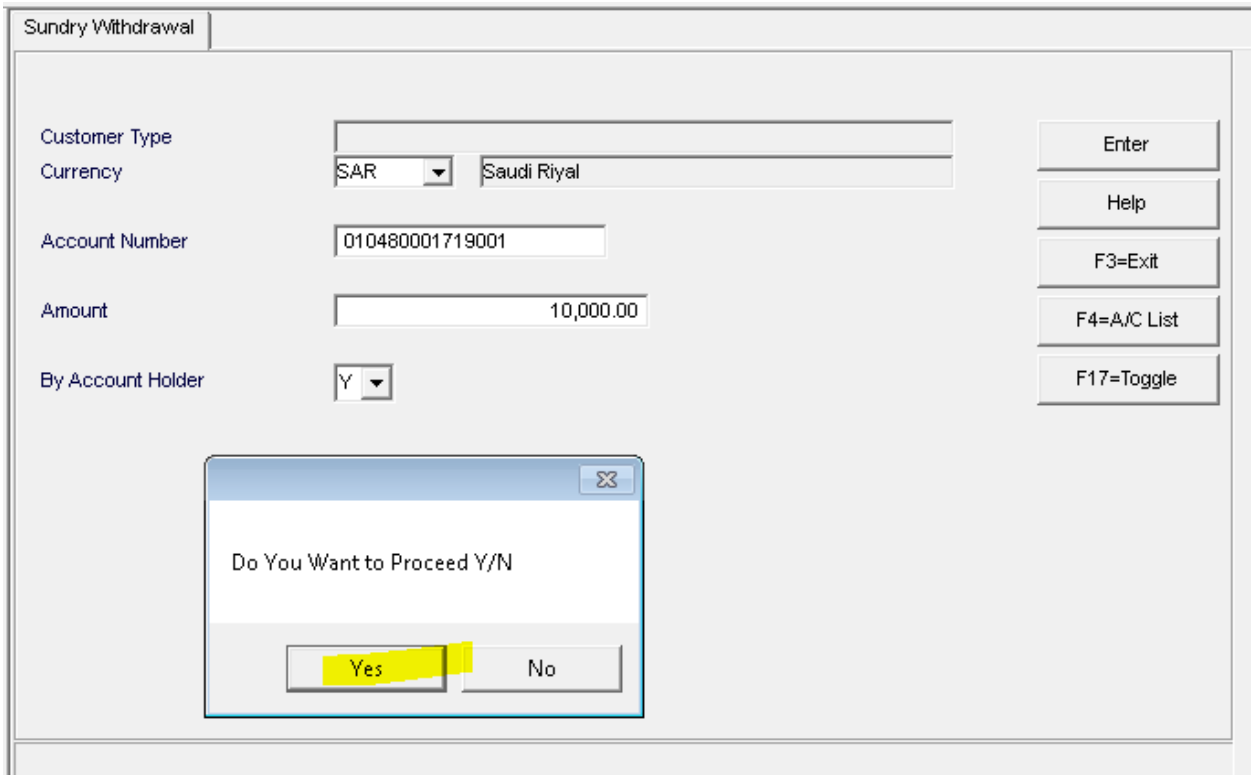


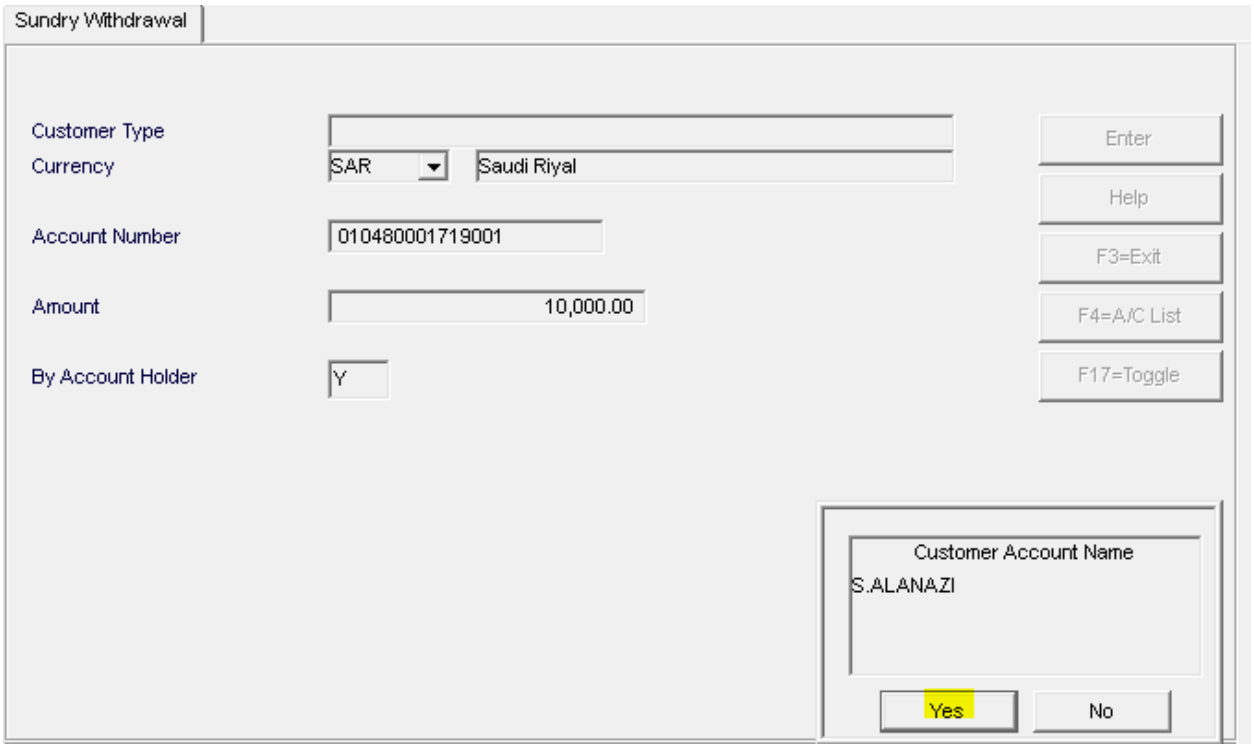


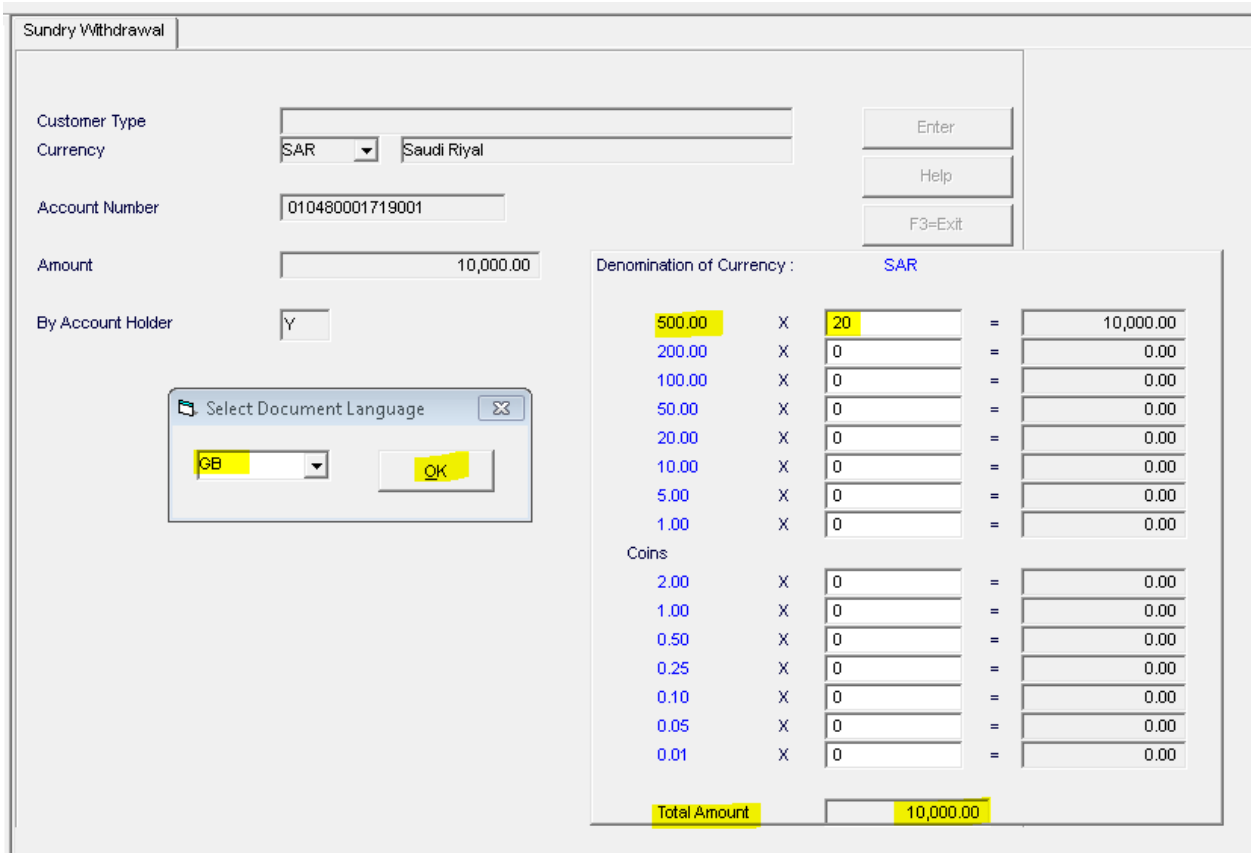

Sundry Withdrawal
Customer Type
Currency
SAR
Saudi Riyal
Account Number
010480001719001
Amount
10,000.00
By Account Holder
Y
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Print Document
Yes
No


Sundry Withdrawal
Customer Type
Currency
SAR
Saudi Riyal
Account Number
010480001719001
Amount
10,000.00
By Account Holder
Y
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Select Document Language
GB
OK


Sundry Withdrawal
Customer Type
Currency
SAR
Saudi Riyal
Account Number
010480001719001
Amount
10,000.00
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Authorisation required
User Id
SV02
OK
Cancel
Warnings
Remote
Comments
Add
Decision
Approve
Reject
Password
******


Sundry Withdrawal
Customer Type
Currency
SAR
Saudi Riyal
Account Number
010480001719001
Amount
10,000.00
By Account Holder
Y
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Do You Want to Proceed Y/N
Yes
No


Sundry Withdrawal
Customer Type
Currency
SAR
Saudi Riyal
Account Number
010480001719001
Amount
10,000.00
By Account Holder
Y
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Customer Account Name
S.ALANAZI
Yes
No

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H71DMR HF340   ENQUIRY     Transaction History Enquiry        17:06 19 MAR 2020

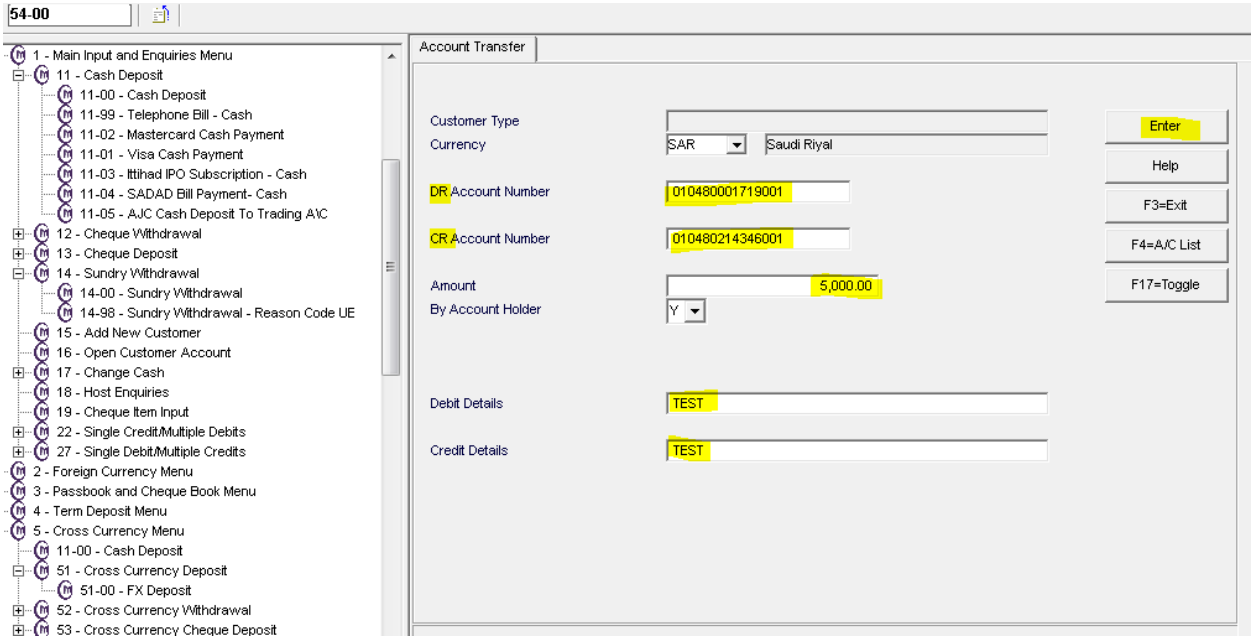
0104-0006B7-001 S.ALANAZI        Current Account           Saudi Riyal
010480001719001
IBAN SA45 6010 0010 4800 0171 9001
? Particulars                          Debits  Credits Posted     Account balance
  Foreign Currency Dep                          749.80 19MAR   999,992,897,033.31CR
  SV01200319036

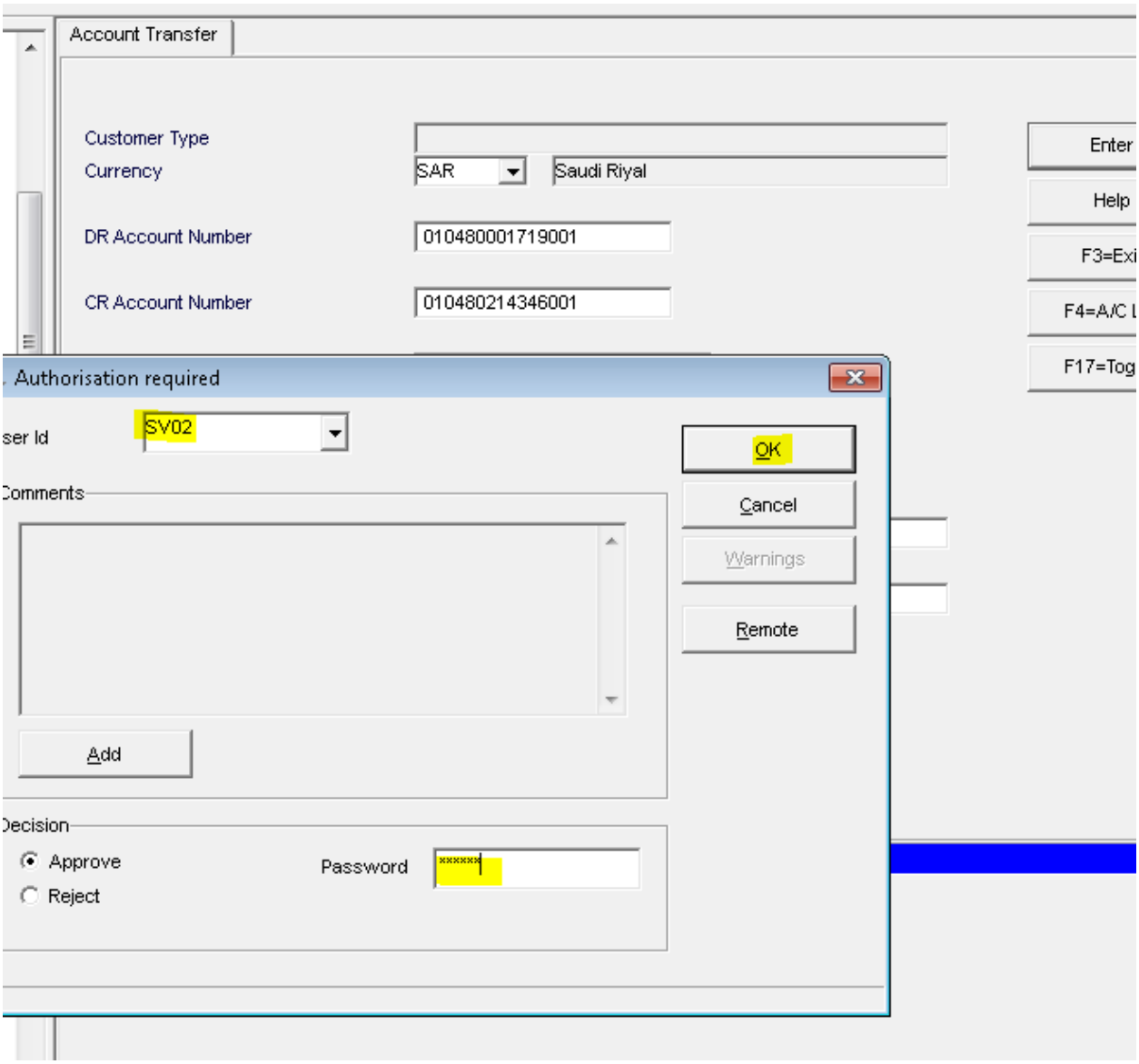
  Cash Withdrawal                   10,000.00-      19MAR   999,992,887,033.31CR
  SV01200319050706

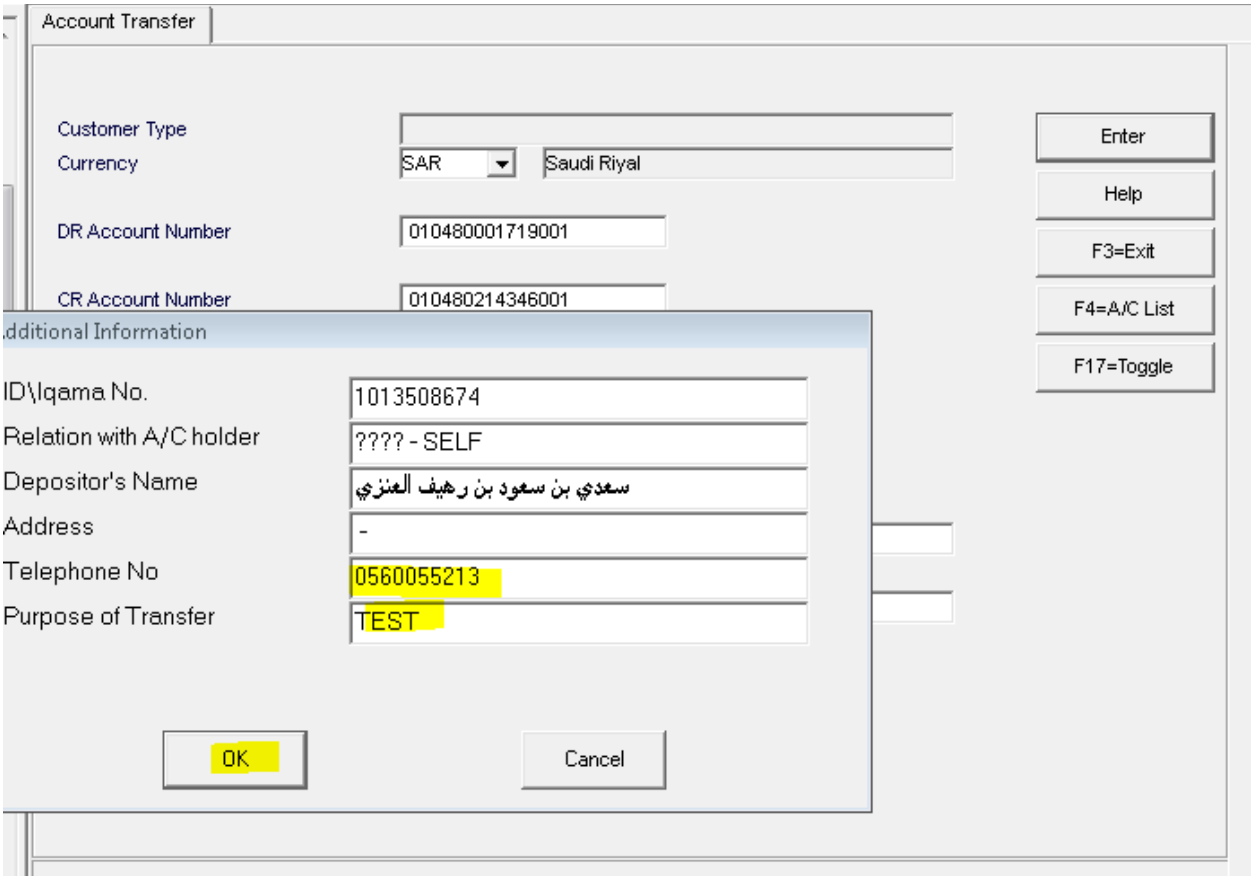
                                  Credit balance 19MAR   999,992,887,033.31CR
                                Available balance 19MAR   999,992,887,033.31CR
```

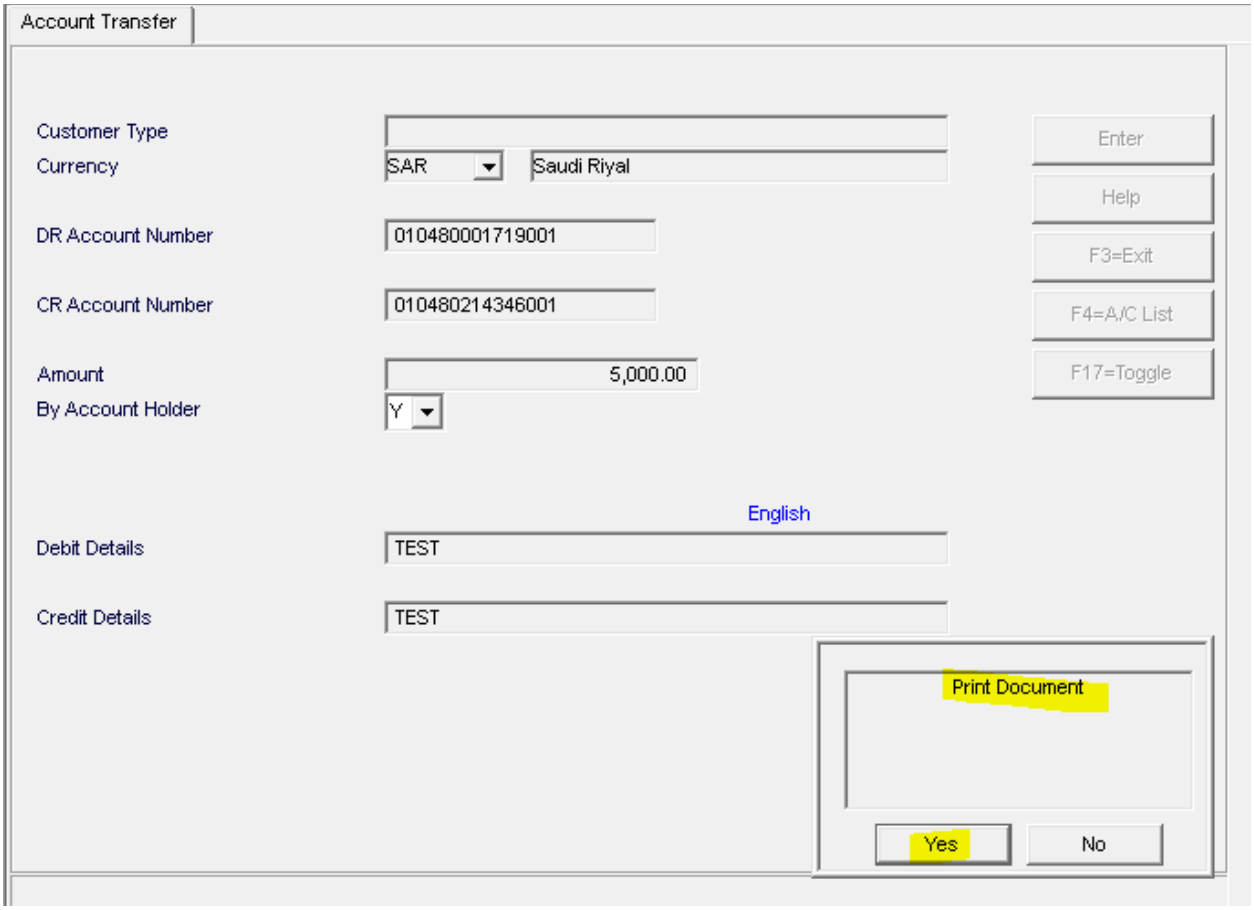
Perform Transactions using Teller user

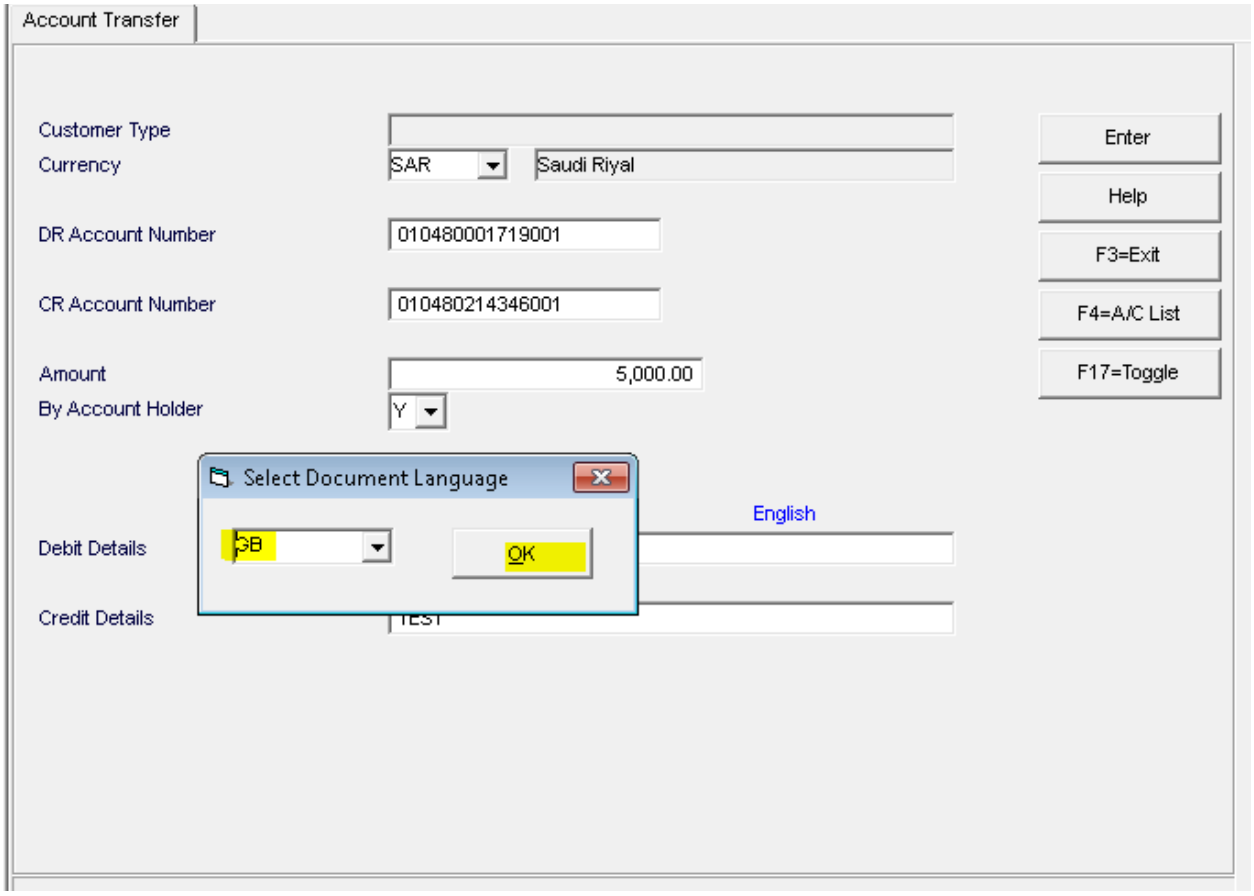
- Perform Transfer Internal BAJ transactions 54-00

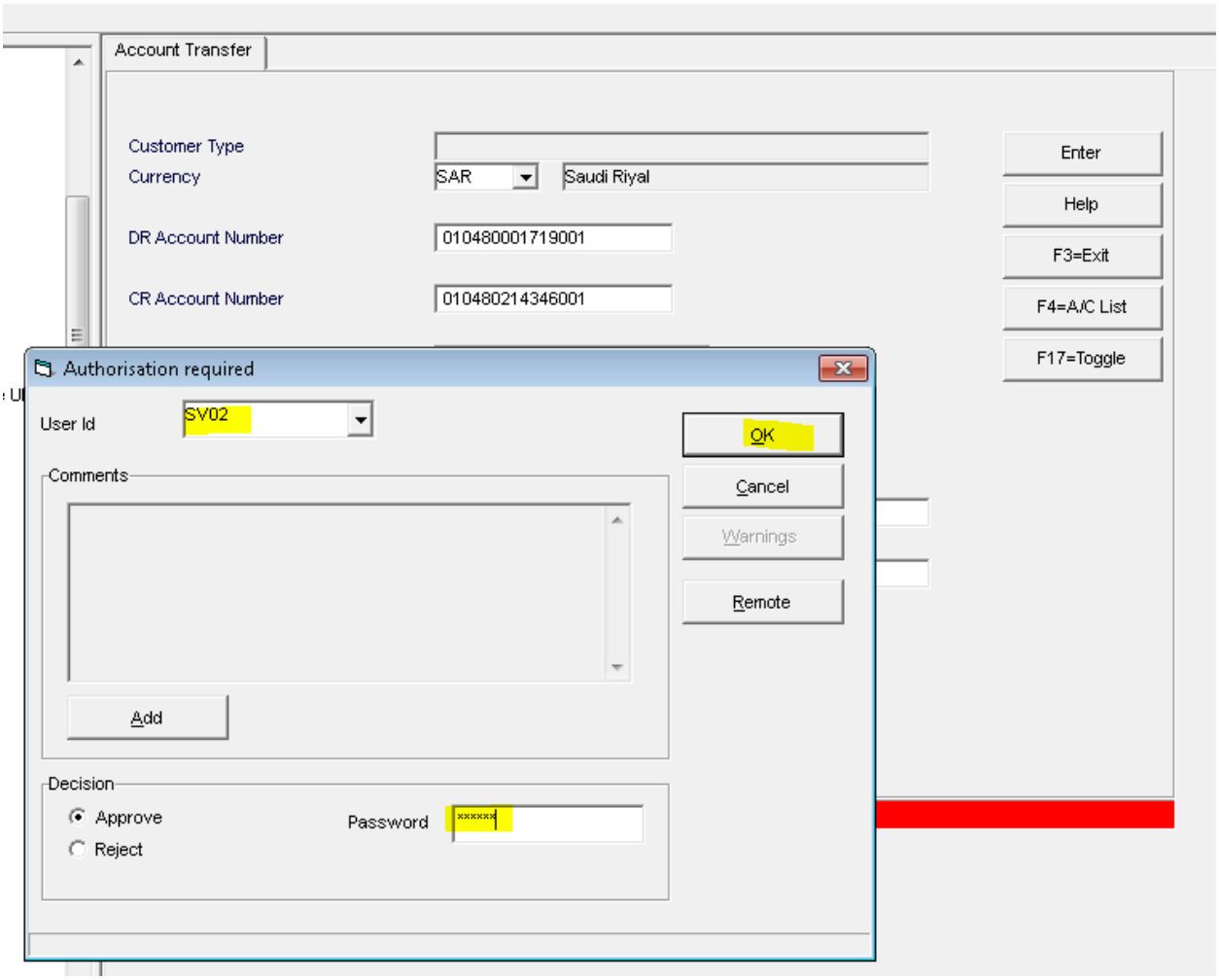


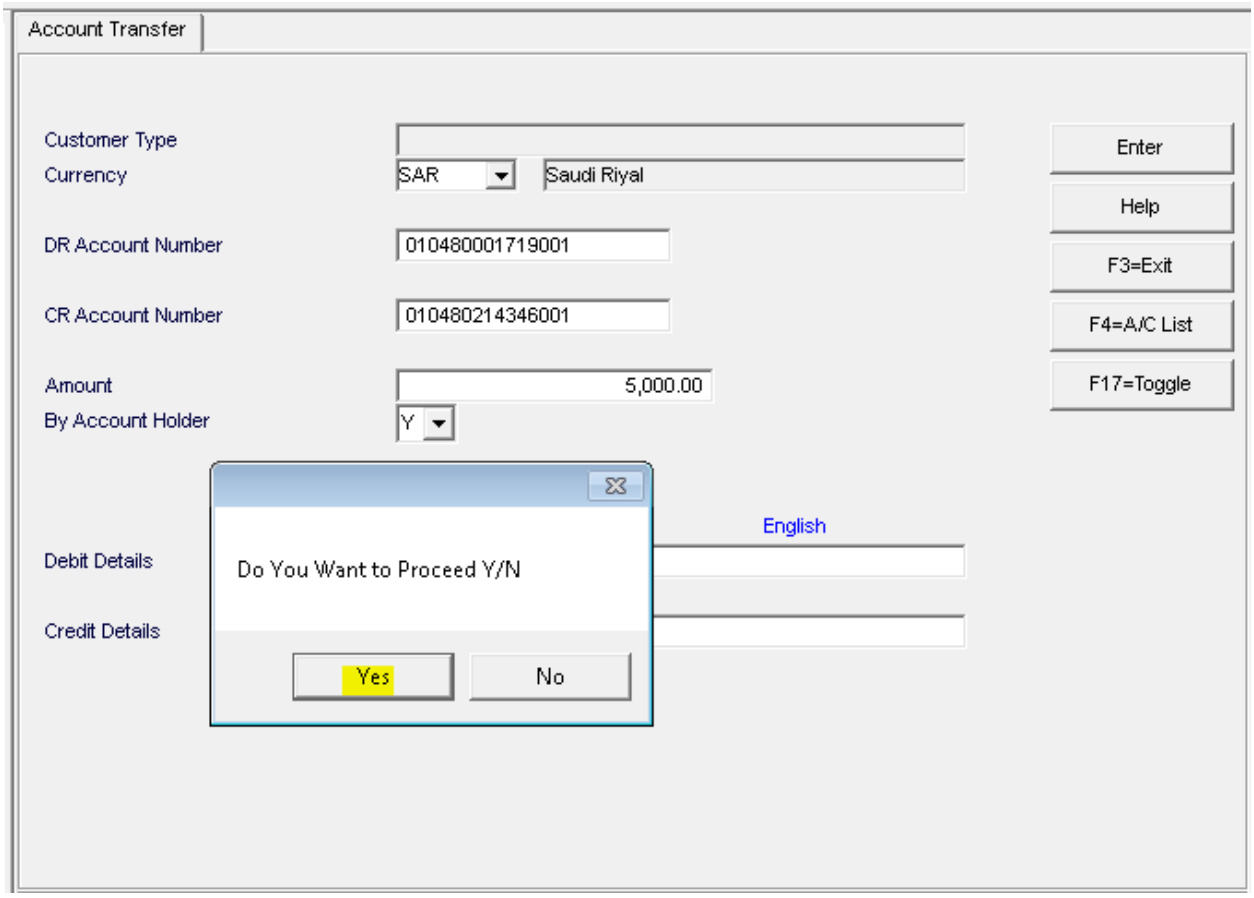

Account Transfer
Customer Type
Currency
SAR
Saudi Riyal
DR Account Number
010480001719001
CR Account Number
010480214346001
Enter
Help
F3=Exi
F4=A/C
F17=Tog
Authorisation required
ser Id
SV02
OK
Cancel
Warnings
Remote
Comments
Add
Decision
Approve
Reject
Password
******

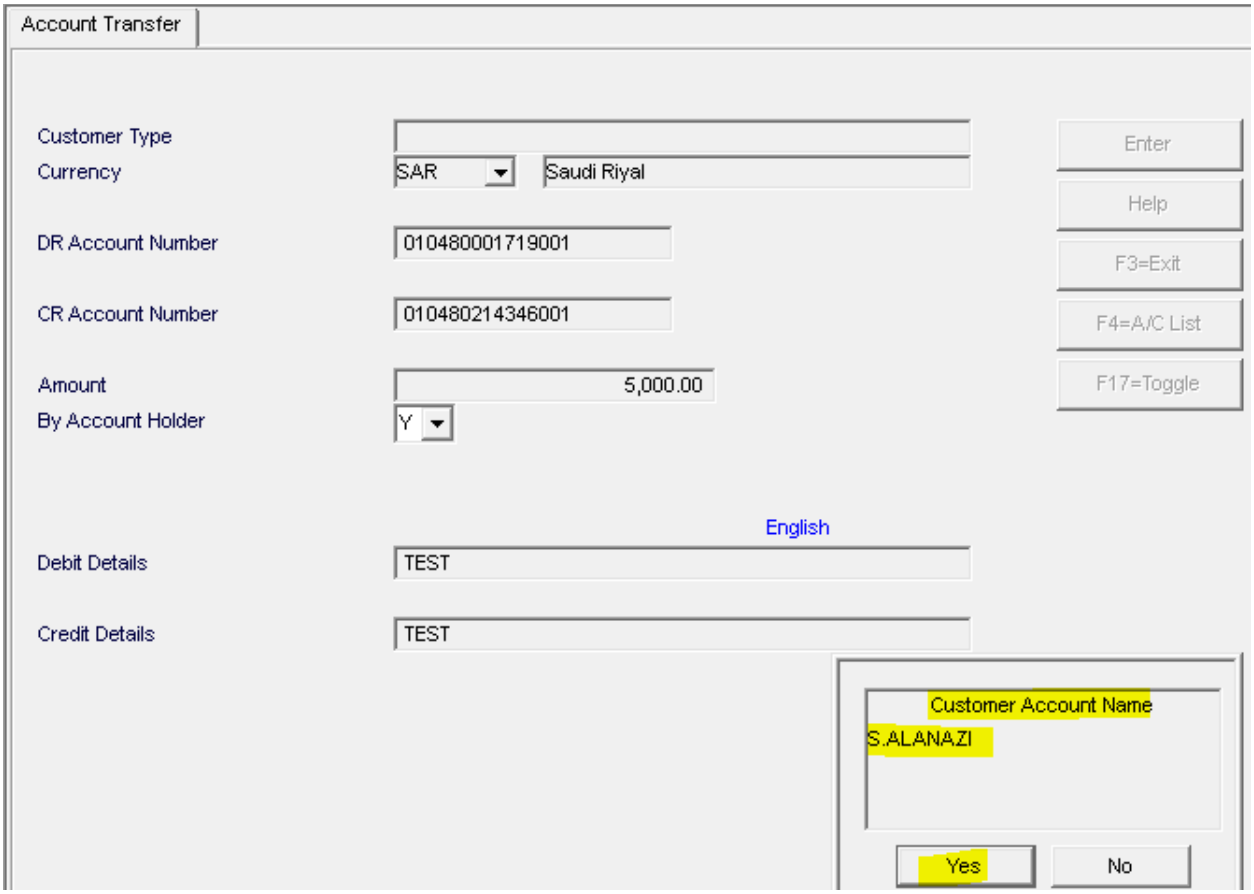

Account Transfer
Customer Type
Currency
SAR
Saudi Riyal
DR Account Number
010480001719001
CR Account Number
010480214346001
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Additional Information
ID\Iqama No.
1013508674
Relation with A/C holder
???? - SELF
Depositor's Name
سعدي بن سعود بن رهيف العنزي
Address
-
Telephone No
0560055213
Purpose of Transfer
TEST
OK
Cancel

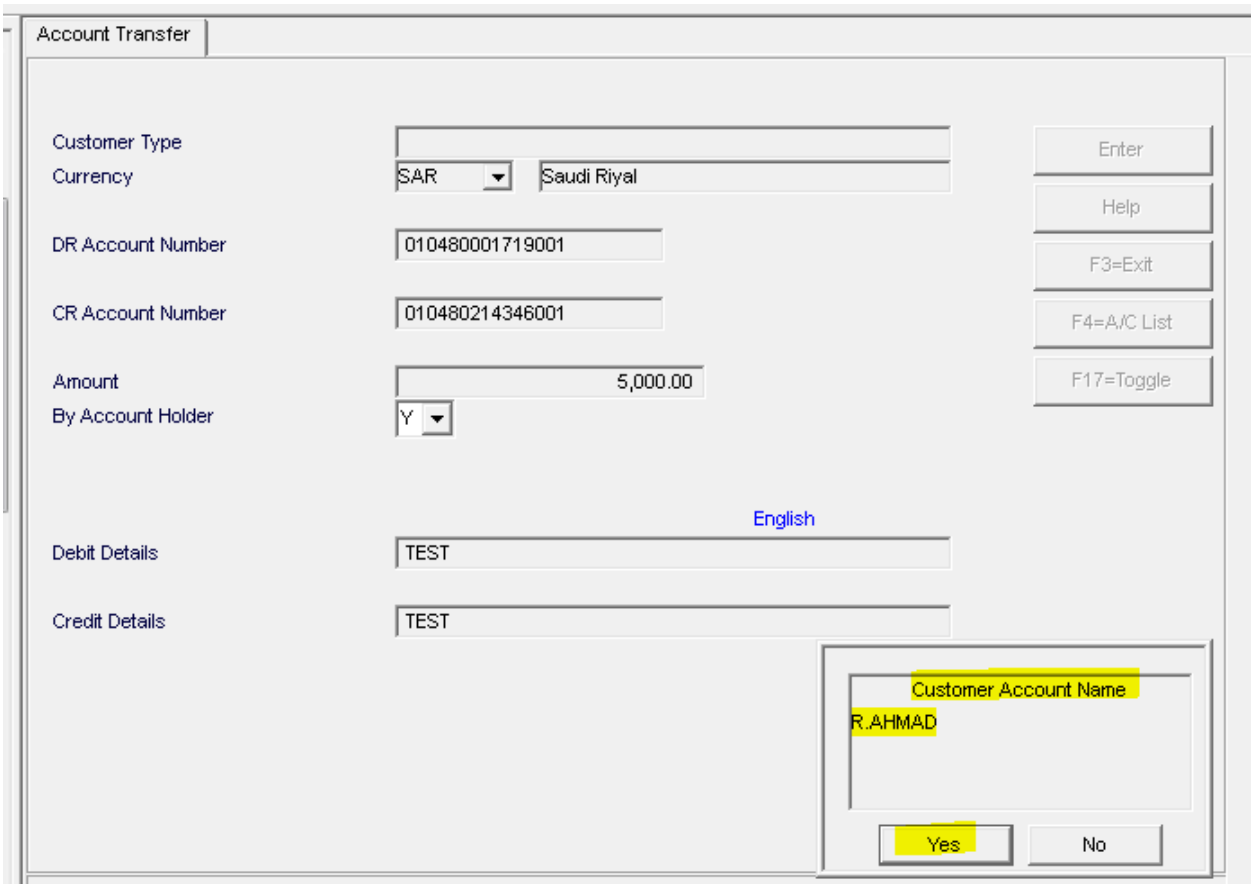

Account Transfer
Customer Type
Currency
SAR
Saudi Riyal
DR Account Number
010480001719001
CR Account Number
010480214346001
Amount
5,000.00
By Account Holder
Y
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
English
Debit Details
TEST
Credit Details
TEST
Print Document
Yes
No

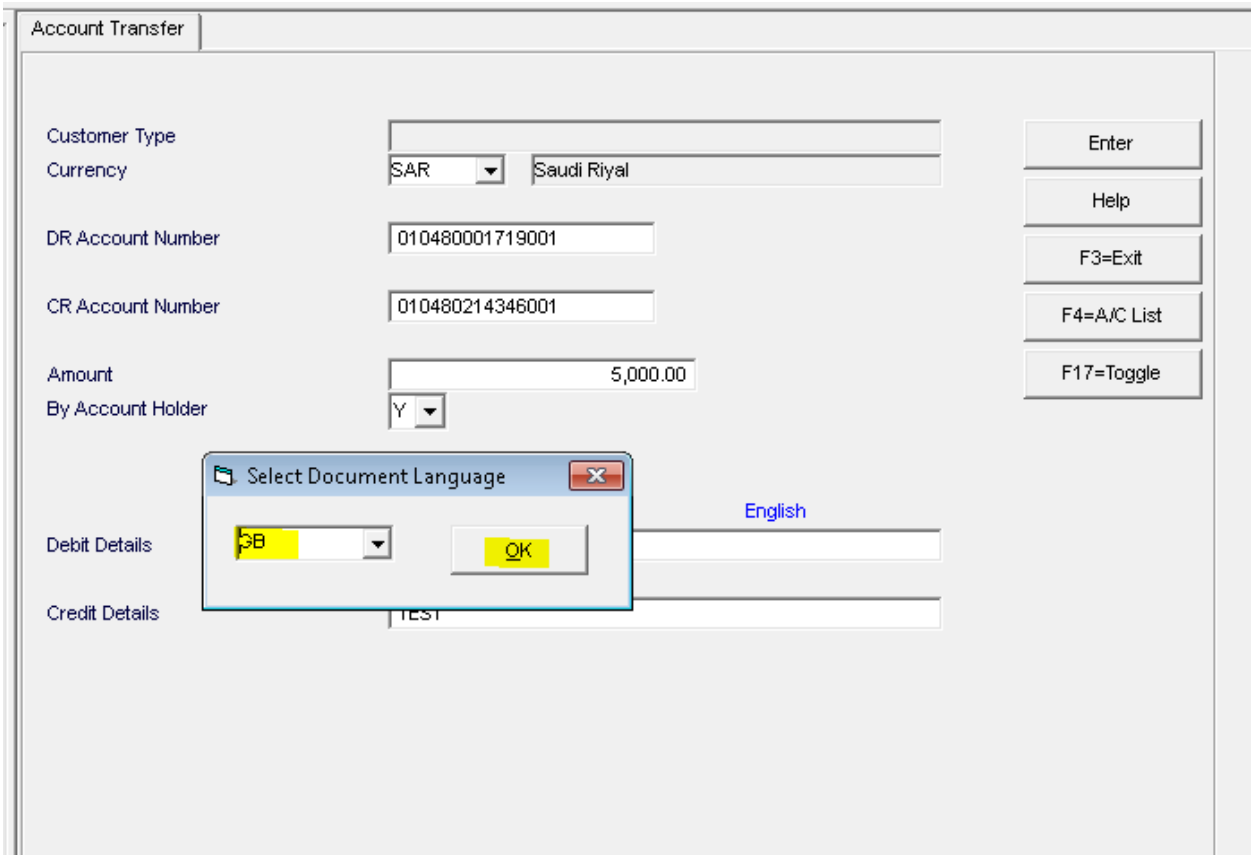

Account Transfer
Customer Type
Currency
SAR
Saudi Riyal
DR Account Number
010480001719001
CR Account Number
010480214346001
Amount
5,000.00
By Account Holder
Y
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Select Document Language
SB
OK
English
Debit Details
Credit Details
TEST


Account Transfer
Customer Type
Currency
SAR
Saudi Riyal
DR Account Number
010480001719001
CR Account Number
010480214346001
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Authorisation required
User Id
SV02
OK
Cancel
Warnings
Remote
Comments
Add
Decision
Approve
Reject
Password
******


Account Transfer
Customer Type
Currency
SAR
Saudi Riyal
DR Account Number
010480001719001
CR Account Number
010480214346001
Amount
5,000.00
By Account Holder
Y
Debit Details
Credit Details
English
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Do You Want to Proceed Y/N
Yes
No


Account Transfer
Customer Type
Currency
SAR
Saudi Riyal
DR Account Number
010480001719001
CR Account Number
010480214346001
Amount
5,000.00
By Account Holder
Y
English
Debit Details
TEST
Credit Details
TEST
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Customer Account Name
S.ALANAZI
Yes
No

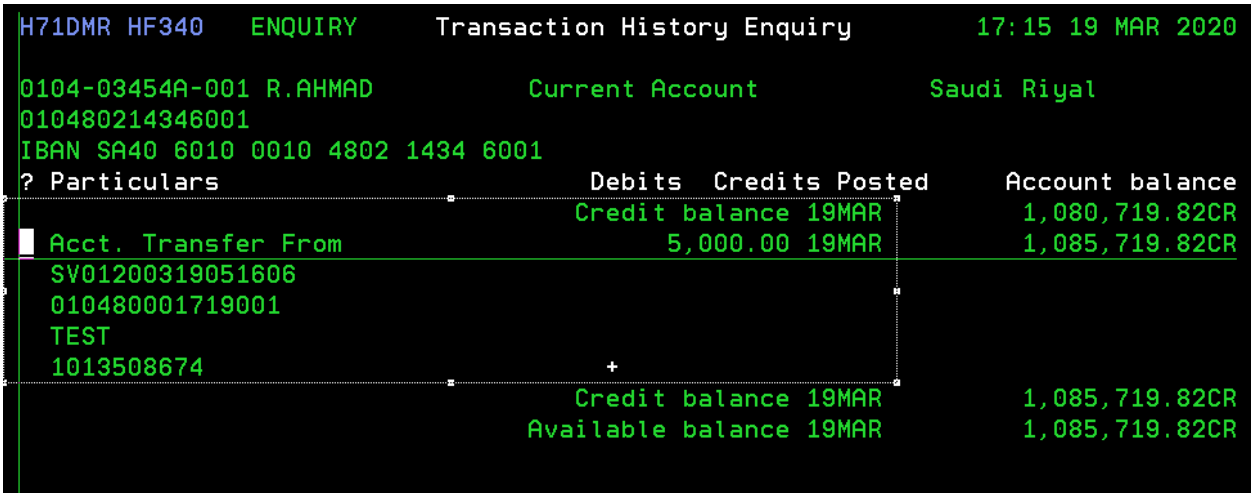

Account Transfer
Customer Type
Currency
SAR
Saudi Riyal
DR Account Number
010480001719001
CR Account Number
010480214346001
Amount
5,000.00
By Account Holder
Y
English
Debit Details
TEST
Credit Details
TEST
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Customer Account Name
R.AHMAD
Yes
No




```
H71DMR HF340   ENQUIRY     Transaction History Enquiry        17:15 19 MAR 2020

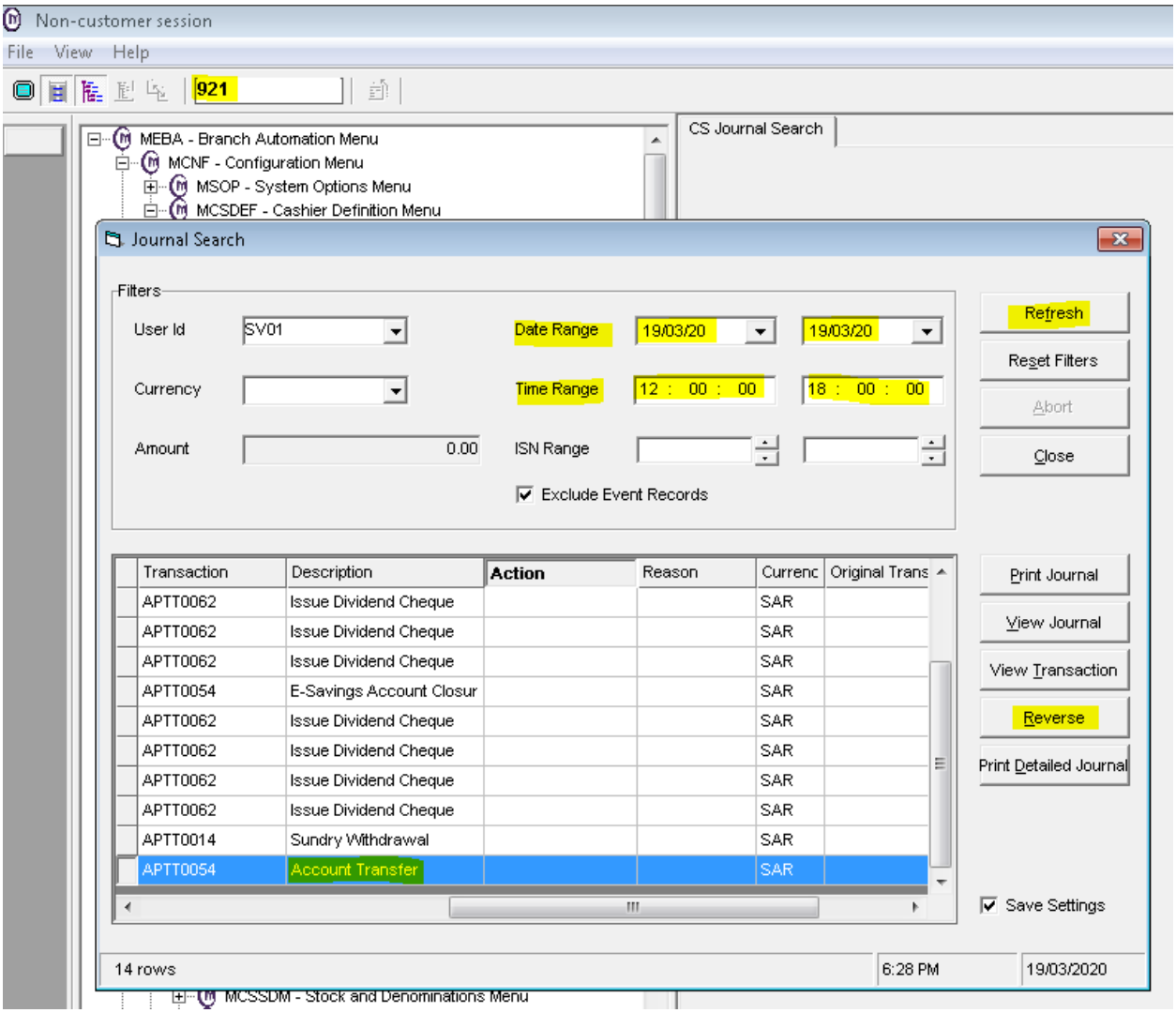
0104-0006B7-001 S.ALANAZI        Current Account           Saudi Riyal
010480001719001
IBAN SA45 6010 0010 4800 0171 9001
? Particulars                          Debits  Credits Posted     Account balance
  Foreign Currency Dep                                749.80 19MAR   999,992,897,033.31CR
  SV01200319036
                                             +
  Cash Withdrawal                  10,000.00-       19MAR   999,992,887,033.31CR
  SV01200319050706
                                             +
  Acct. Transfer To                 5,000.00-       19MAR   999,992,882,033.31CR
  SV01200319051606
  010480214346001
  TEST
  1013508674                                 +
                                   Credit balance 19MAR   999,992,882,033.31CR
                                  Available balance 19MAR   999,992,882,033.31CR

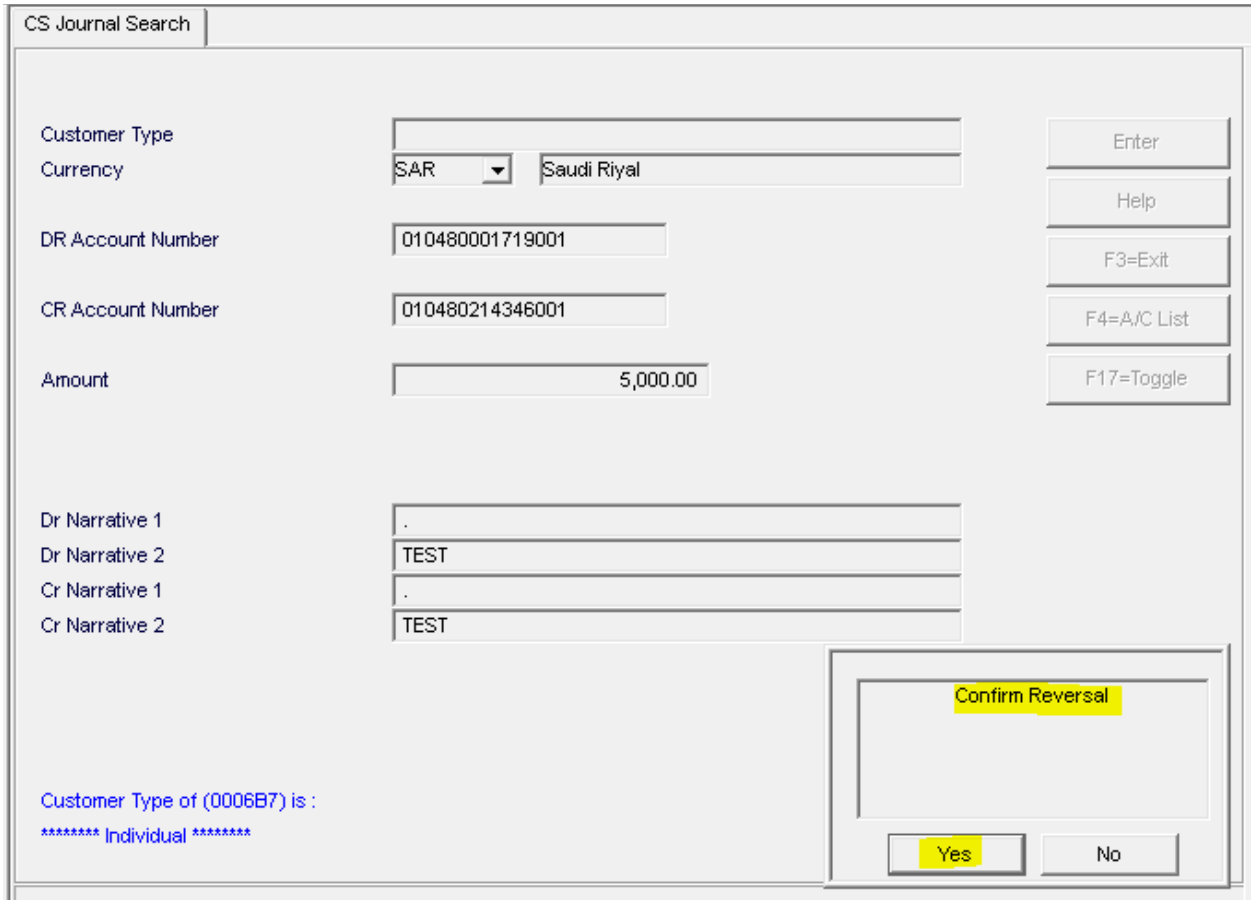

F3=Exit  F5=Refresh  F7=Backward  F8=Forward  F12=Previous  F16=Print
1=Posting 2=Event Summ 3=Narrative 4=Additional transaction info 23=PB
```

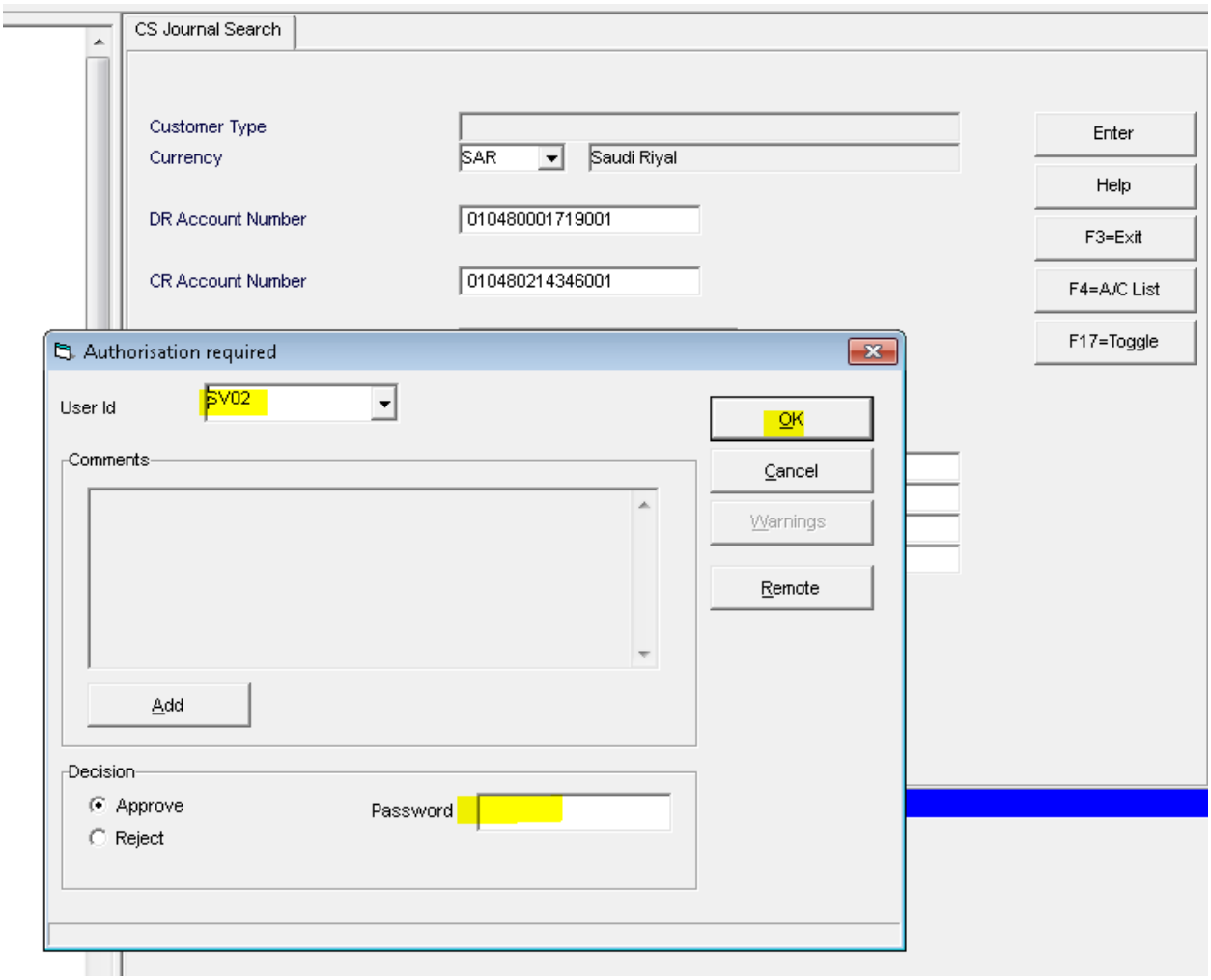

H71DMR HF340 ENQUIRY Transaction History Enquiry 17:15 19 MAR 2020
0104-03454A-001 R.AHMAD Current Account Saudi Riyal
010480214346001
IBAN SA40 6010 0010 4802 1434 6001
? Particulars Debits Credits Posted Account balance
Credit balance 19MAR 1,080,719.82CR
Acct. Transfer From 5,000.00 19MAR 1,085,719.82CR
SV01200319051606
010480001719001
TEST
1013508674
Credit balance 19MAR 1,085,719.82CR
Available balance 19MAR 1,085,719.82CR

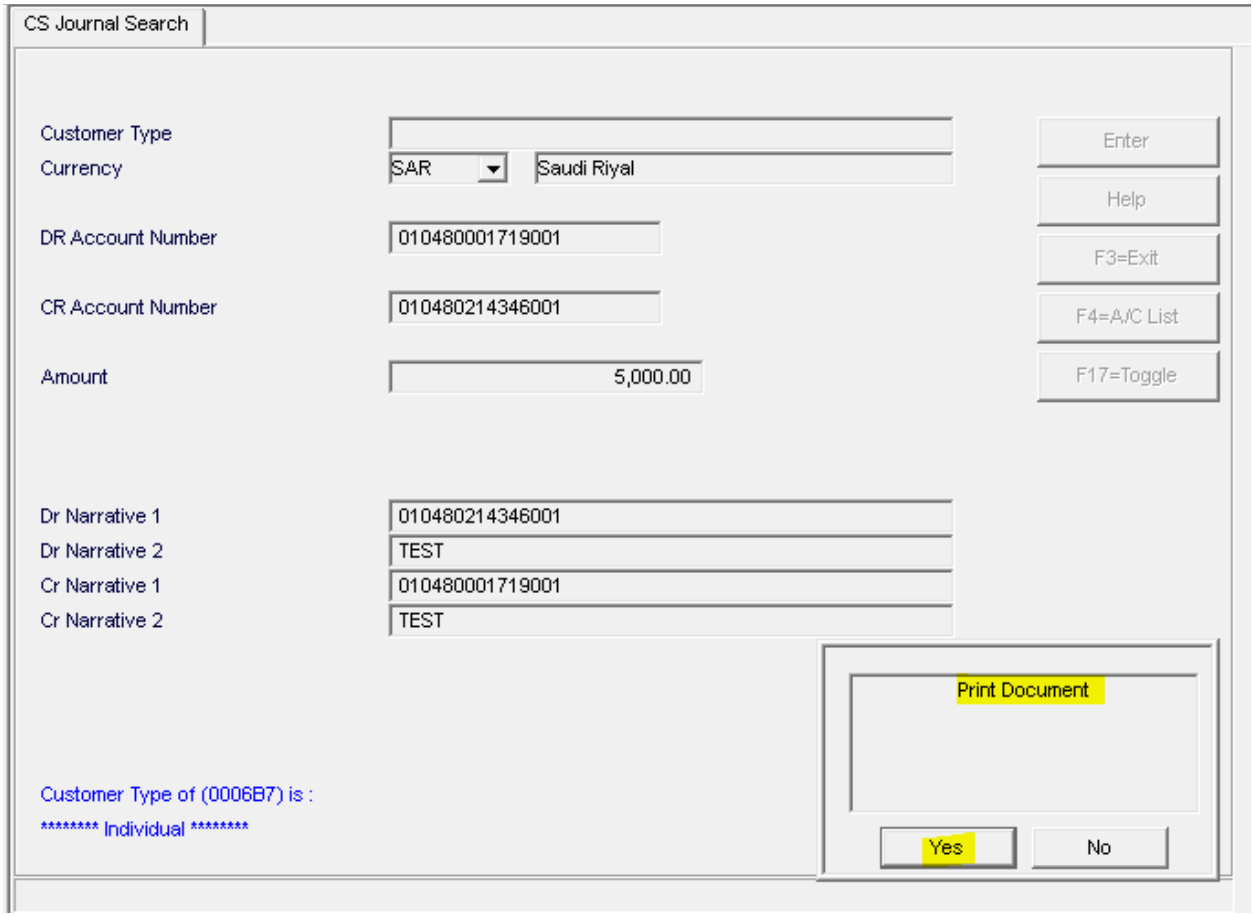
Perform Transactions using Teller user

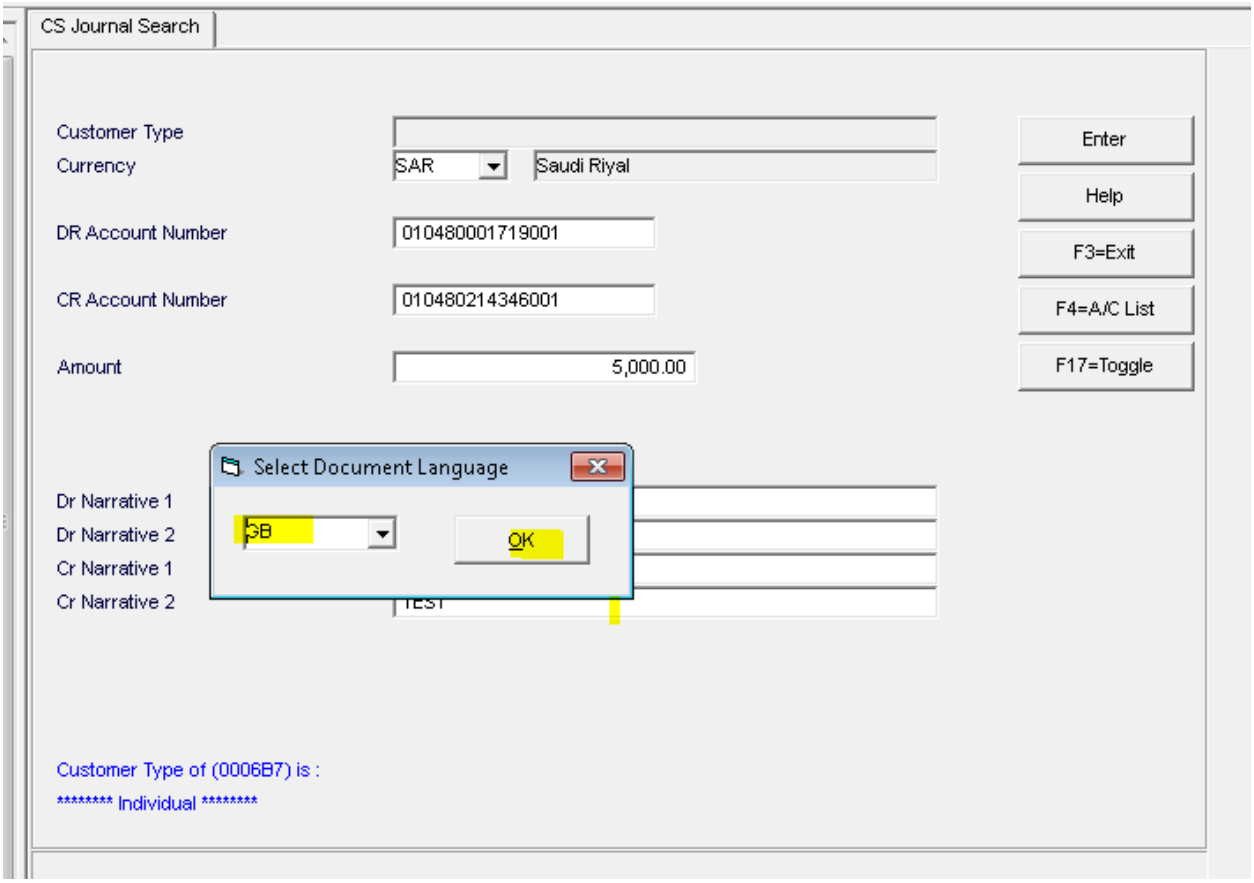
- Perform a Reversal using this code 921

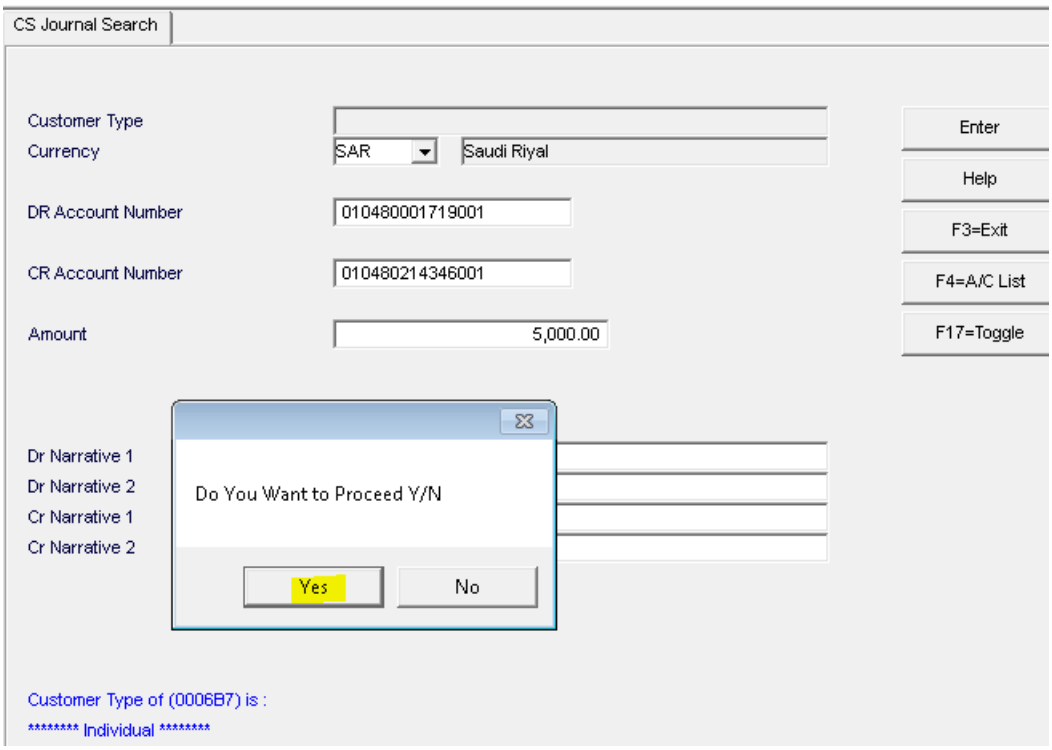



CS Journal Search
Customer Type
Currency
SAR
Saudi Riyal
DR Account Number
010480001719001
CR Account Number
010480214346001
Amount
5,000.00
Dr Narrative 1
.
Dr Narrative 2
TEST
Cr Narrative 1
.
Cr Narrative 2
TEST
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Customer Type of (0006B7) is :
******** Individual ********
Confirm Reversal
Yes
No


CS Journal Search
Customer Type
Currency
SAR
Saudi Riyal
DR Account Number
010480001719001
CR Account Number
010480214346001
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Authorisation required
User Id
SV02
OK
Cancel
Warnings
Remote
Comments
Add
Decision
Approve
Reject
Password


CS Journal Search
Customer Type
Currency
SAR
Saudi Riyal
DR Account Number
010480001719001
CR Account Number
010480214346001
Amount
5,000.00
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Dr Narrative 1
010480214346001
Dr Narrative 2
TEST
Cr Narrative 1
010480001719001
Cr Narrative 2
TEST
Print Document
Yes
No
Customer Type of (0006B7) is :
******** Individual ********


CS Journal Search
Customer Type
Currency
SAR
Saudi Riyal
DR Account Number
010480001719001
CR Account Number
010480214346001
Amount
5,000.00
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Select Document Language
GB
OK
Dr Narrative 1
Dr Narrative 2
Cr Narrative 1
Cr Narrative 2
TEST
Customer Type of (0006B7) is :
******** Individual ********


CS Journal Search
Customer Type
Currency
SAR
Saudi Riyal
DR Account Number
010480001719001
CR Account Number
010480214346001
Amount
5,000.00
Enter
Help
F3=Exit
F4=A/C List
F17=Toggle
Dr Narrative 1
Dr Narrative 2
Cr Narrative 1
Cr Narrative 2
Do You Want to Proceed Y/N
Yes
No
Customer Type of (0006B7) is :
******** Individual ********

```
H71DMR HF340   ENQUIRY     Transaction History Enquiry        18:30 19 MAR 2020

0104-03454A-001 R.AHMAD          Current Account           Saudi Riyal
010480214346001
IBAN SA40 6010 0010 4802 1434 6001
? Particulars                          Debits  Credits Posted     Account balance
                                    Credit balance 19MAR          1,080,719.82CR
                                   Available balance 19MAR        1,080,719.82CR
```

```
H71DMR HF340   ENQUIRY     Transaction History Enquiry        18:30 19 MAR 2020

0104-0006B7-001 S.ALANAZI        Current Account           Saudi Riyal
010480001719001
IBAN SA45 6010 0010 4800 0171 9001
? Particulars                          Debits  Credits Posted     Account balance
  Foreign Currency Dep                          749.80 19MAR    999,992,897,033.31CR
  SV01200319036
                                    +
  Cash Withdrawal                 10,000.00-       19MAR    999,992,887,033.31CR
  SV01200319050706
                                    +
                                 Credit balance 19MAR    999,992,887,033.31CR
                                Available balance 19MAR    999,992,887,033.31CR
```