M	PEJABAT BURSAR	Nombor Dokumen: M01/AKN
300020100	MANUAL MUAT TURUN PENYATA	BANK

Tujuan: Manual ini bertujuan untuk menerangkan tatacara muat turun Penyata Bank ke sistem SAGA 8.2 yang melibatkan dua (2) bahagian, iaitu:

BAHAGIAN A: MUAT TURUN PENYATA BANK DARI PERBANKAN INTERNET BAHAGIAN B: MUAT TURUN PENYATA BANK KE DALAM SAGA

BAHAGIAN A: MUAT NAIK PENYATA BANK DARI PERBANKAN INTERNET

1. Masuk ke laman web CIMB BizChannel iaitu https://www.cimb.bizchannel.com.my/. Skrin seperti di skrin 1 akan terpapar.

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2. Masukkan maklumat di dalam ruangan *Company ID* dan *User ID* seperti yang diberikan oleh pihak bank. Tekan butang *Continue* dan skrin seperti di skrin 2 akan terpapar.

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- 3. Pastikan perkataan yang terpapar di bawah perkataan *Welcome to BizChannel@CIMB* adalah betul dan tepat sepertimana yang telah didaftarkan oleh pengguna semasa kali pertama menggunakan perkhidmatan perbankan internet CIMB Bizchannel ini.
- 4. Rujuk skrin 2. Masukkan kata laluan pengguna di dalam ruangan *User Password*. Kata laluan ini telah didaftarkan oleh pengguna semasa permohonan menggunakan perkhidmatan laman web perbankan internet CIMB Bizchannel dibuat. Tekan butang *Continue*.
- 5. Skrin seperti di skrin 3 akan terpapar. Masukkan nombor yang telah dikirimkan oleh pihak bank melalui pesanan khidmat ringkas (SMS) ke telefon bimbit pengguna yang didaftarkan ke dalam ruang OTP (*One-Time Password*). Klik butang *Login*.

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Skrin 3

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- 6. Skrin seperti di skrin 4 akan terpapar.

7. Klik pada Account Information. Pilih Account Statement. Rujuk skrin 5.

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Skrin 5

8. Skrin seperti di skrin 6 akan terpapar.

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Skrin 6

9. Rujuk skrin 6. Masukkan butiran yang diperlukan di dalam ruangan yang diberi.

From Date	-	Pilih tarikh mula yang diperlukan. Contoh: 01/07/2017
To Date	-	Pilih tarikh akhir yang diperlukan. Contoh: 31/07/2017.
Account*	-	Pilih nombor akaun bank yang diperlukan. Contoh: Sekiranya ingin akaun bank KIRA-KIRA AM UPM, pilih akaun bernombor 8002151963.
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10.Klik pada butang *Generate*. Skrin seperti di skrin 7 akan terpapar.

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Skrin 7

11.Pada ruangan *Report Name*, pilih fail yang dikehendaki. Sebagai contoh sekiranya muat turun penyata bank adalah untuk akaun bernombor 8002151963 dari tarikh 01/07/2017 hingga 31/07/2017 jenis extended txt, maka pilihan adalah pada fail yang pertama. Klik pada kotak sebelah kiri untuk memilih dan tekan pada report name yang dipilih.

12. Penyata bank yang terpapar adalah seperti di skrin 8.



Skrin 8

13.Klik *File, Save as* dan pilih drive yang berkenaan untuk fail disimpan. Letakkan file name mengikut kesesuaian, contohnya bagi penyata bank bulan Julai 2017, boleh gunakan nama seperti 0717 untuk fail tersebut. Tekan butang *Save*. Rujuk skrin 9.

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Skrin 9

BAHAGIAN B: MUAT TURUN PENYATA BANK KE DALAM SISTEM SAGA

14. Pastikan bahagian A telah selesai dilaksanakan.

15. Masuk ke sistem SAGA Financials 8.2. Rujuk skrin 10.



Skrin 10

16.Pilih Financial, Cash Book, Process dan Load Statement. Rujuk skrin 11.



Skrin 11

17.Skrin seperti di skrin 12 akan terpapar. Klik butang Load.

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Skrin 12

18. Masukkan butiran di dalam ruangan yang disediakan seperti berikut:

Bank	-	Masukkan kod akaun bank yang diperlukan, tekan Tab. Contoh: Sekiranya mahukan kod akaun tunai KIRA-KIRA AM UPM untuk akaun bank bernombor 8002151963, pilih kod akaun tunai A11101.
Statement Reference	-	Taip rujukan nombor mengikut kesesuaian, tekan Tab.
		Contoh: Sekiranya mahu memuat turun penyata bank bulan Julai
		2017, taip 072017 sebagai nombor rujukan. Sekiranya mahu
		memuat turun penyata bank bertarikh tertentu seperti bertarikh
		01 Julai 2017, taip 010717 sebagai nombor rujukan.
Date	-	Taip tarikh penyata bank mengikut kesesuaian, tekan Tab.
		Contoh: Sekiranya Statement Reference adalah 072017, maka
		tarikhnya adalah tarikh terakhir bulan 072017, iaitu 31/07/2017.
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Skrin 13

- 19. Tekan butang Choose File. Pilih fail bank yang telah disimpan seperti di Bahagian A langkah 13.
- 20.Skrin seperti di skrin 14 akan terpapar. Klik butang OK sekiranya mahu meneruskan proses muat turun. Kemudian klik OK sekali lagi.

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Skrin 14

21.Skrin seperti di skrin 15 akan terpapar. Klik butang *yes* untuk meneruskan proses atau butang *no* sekiranya mahu proses muat turun tidak mahu diteruskan.

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Skrin 15

22. Sekiranya proses muat turun berjaya, skrin seperti di skrin 16 akan terpapar. Klik butang ok.

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Skrin 16

23. Skrin seperti di skrin 17 akan terpapar. Klik butang no.

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Skrin 17

- 24.Penyata bank yang dimuat turun dikemaskini bagi membolehkan transaksi bank untuk tarikh tersebut dimasukkan ke dalam penyata penyesuaian bank. Ikut langkah 24.a) hingga langkah 24.f) :
 - a) Pastikan GL *Period* merupakan bulan berakhir yang sama dengan bulan penyata bank. Contoh, sekiranya ingin memuat turun penyata bank Julai 2017, maka GL *Period* di SAGA hendaklah berada pada bulan Julai 2017. Rujuk kepada pegawai yang diberi kuasa untuk membuka dan/atau menutup GL *Period*.
 - b) Rujuk langkah 16 skrin 11. Pilih *Statement Entry*. Skrin seperti di skrin 18 akan terpapar. Klik butang A.

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Skrin 18

c) Skrin seperti di skrin 19 akan terpapar. Klik butang Ok.

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Skrin 19

d) Penyata bank yang telah berjaya dimuat turun seperti di dalam langkah 22 akan terpapar seperti di skrin 20.

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Skrin 20

e) Pilih menu *Tools, Other*. Skrin seperti di skrin 21 akan terpapar.

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Skrin 21

- f) Klik butang *Post_Current*. Proses mengemaskini penyata bank akan dilakukan oleh sistem sehingga Status READY bertukar menjadi POSTED beserta tarikh kemaskini dilakukan.
- 25.Lakukan proses penyesuaian bank dengan merujuk kepada Garis Panduan Penyediaan Penyata Penyesuaian Bank (OPR/BUR/GP018/AKN).
- 26.Cetak *Bank Reconciliation Report* setelah selesai mengambilkira semua transaksi yang boleh diselaras dengan merujuk kepada Manual Pelarasan Item Penyata Penyesuaian Bank (M12/AKN) dan Manual Penyediaan Laporan daripada Modul *Cash Book* (M11/AKN).