



Sohar International

# Account Statement Generation

User guide

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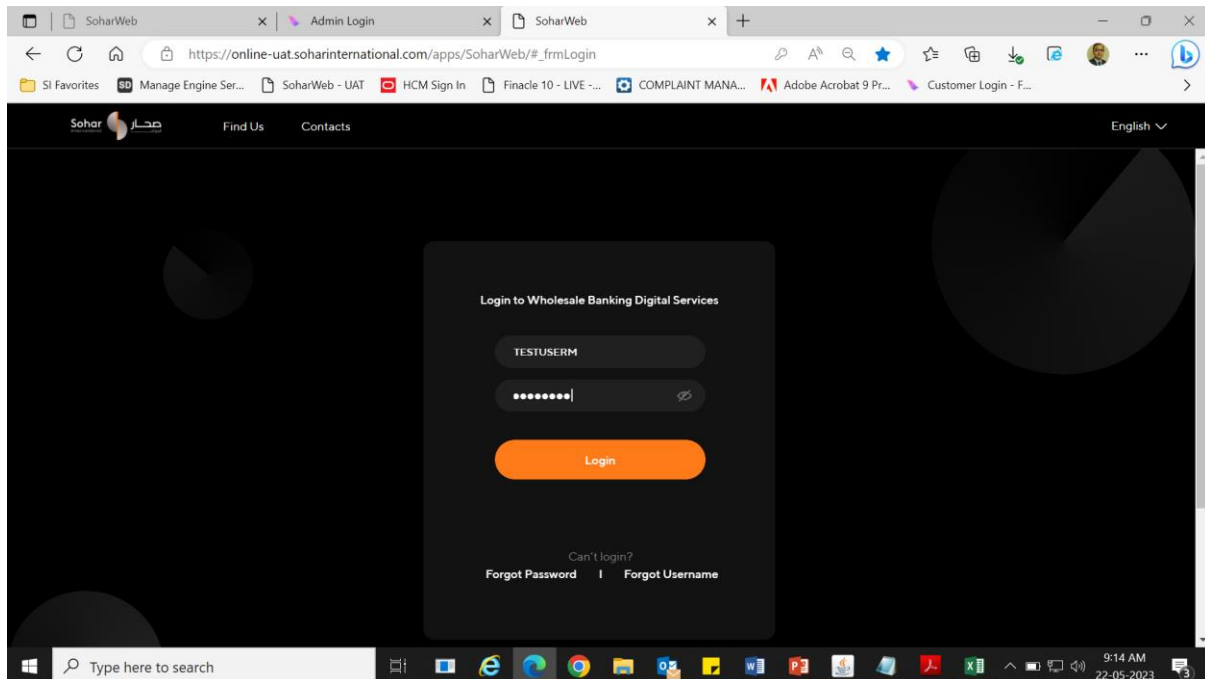
# ACCOUNT STATEMENT GENERATION

## LOGGING IN TO THE PLATFORM

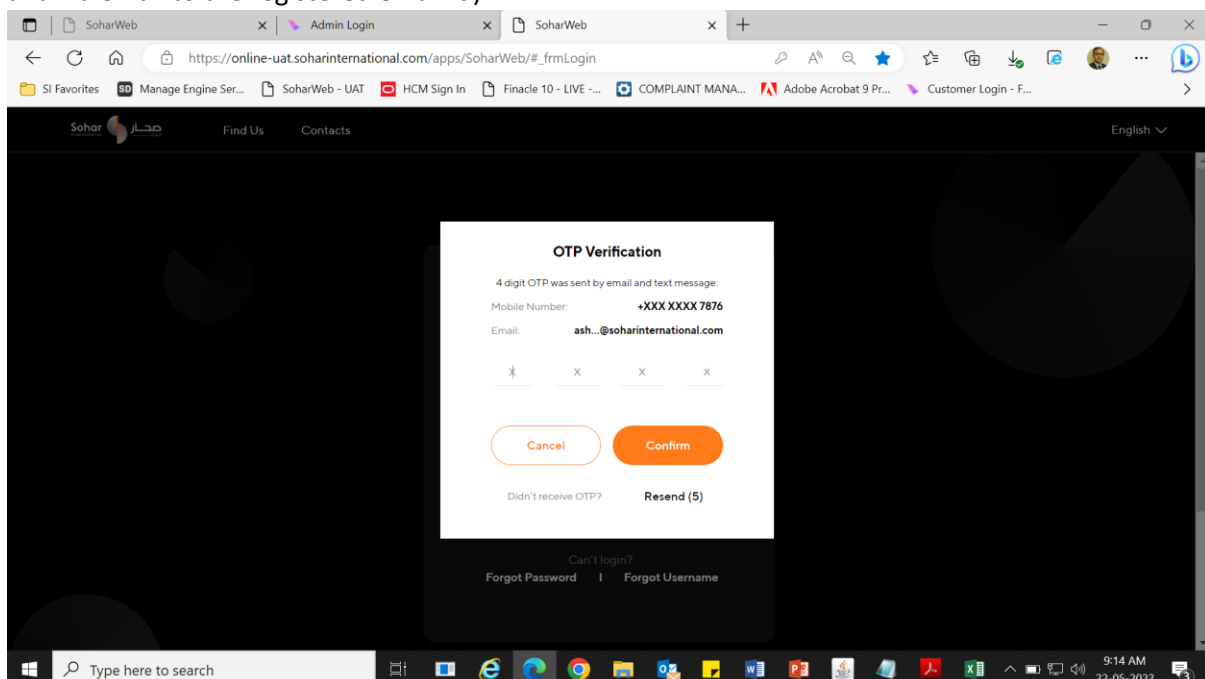
Step 1: Open the url:

<https://online.soharinternational.com/apps/SoharWeb/# frmLoginLanguage>

Step 2: Enter Username and Password



Step 3: System prompts for OTP (OTP delivered to the user via SMS to the registered mobile number and via email to the registered email id)



Step 4: On Logging in, User will see the dashboard with all the accounts and the respective balances.

The screenshot shows a user dashboard with a navigation bar at the top containing 'Sohar', 'Accounts', 'Transfers', 'Bill Payments', 'Salary Upload', and 'DigiCash'. The main content area features a search bar and two tables. The first table, 'Operative Accounts (3)', lists three current accounts with their respective Clear, Effective, and Available Balances. The second table, 'Deposit Accounts (1)', lists one deposit account with its Interest Rate, Interest Earned, and Deposited Amount. A promotional banner on the right side of the dashboard reads '#أهلاً بالفوز #HELLO\_WINNING'.

Account	Clear	Effective	Available Balance
Current :2799	-19,003,454	8,492,311	8,492,311
Current :9446	14,006.07	14,006.07	14,006.07
Current :4257	16,042,204	16,042,204	16,042,204

Account	Interest Rate	Interest Earned	Deposited Amount
Deposit :5992	3.40%	0.000	7,750.000

## GENERATING ACCOUNT STATEMENT

Step 1: User can click on the highlighted option to view more details

This screenshot is identical to the previous one, but with a dropdown menu open for the first account in the 'Operative Accounts' table. The dropdown menu contains two options: 'Make a transfer' and 'View more details'. The 'View more details' option is highlighted with a red circle, indicating the user's next action.

- Here you will get 3 options to download statement:
  1. MT940
  2. PDF
  3. EXCEL

Account Statement

Transaction Date	Transaction Remark	Transferred Amount	Account Balance
09/04/2023	OUTWARD CLG CHQ:00313901	OMR +640.000	OMR -9,755.181
09/04/2023	INWARD CLG CHQ:1036323	OMR -300.000	OMR -10,395.181

The user can download statements in xls, pdf or MT940 format

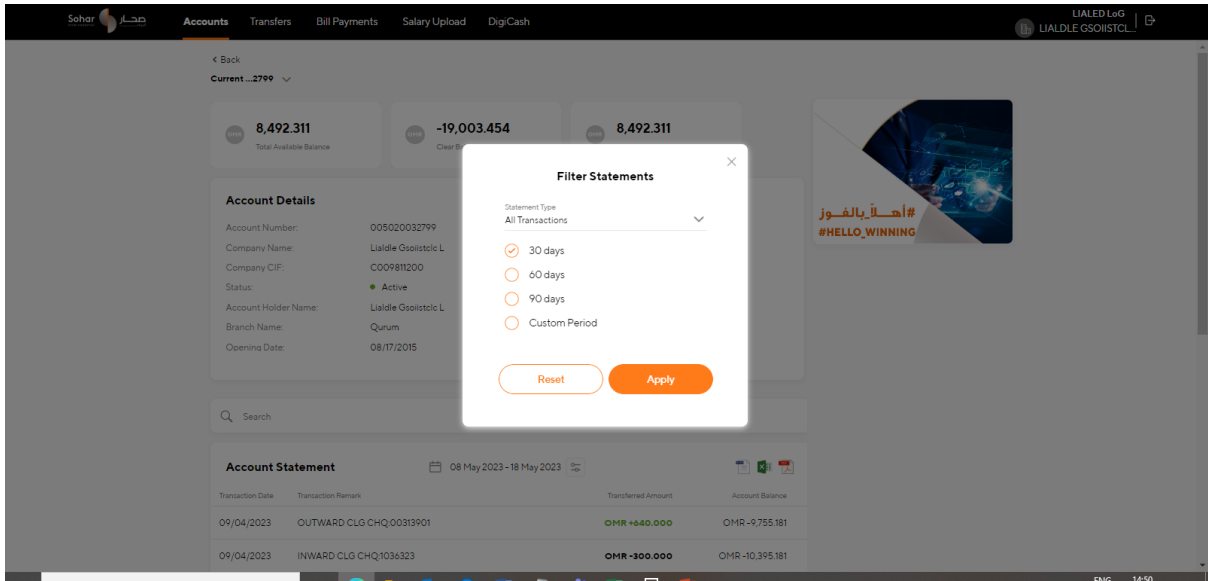
Step 2: The user may select the period of the statement as shown below

Account Statement

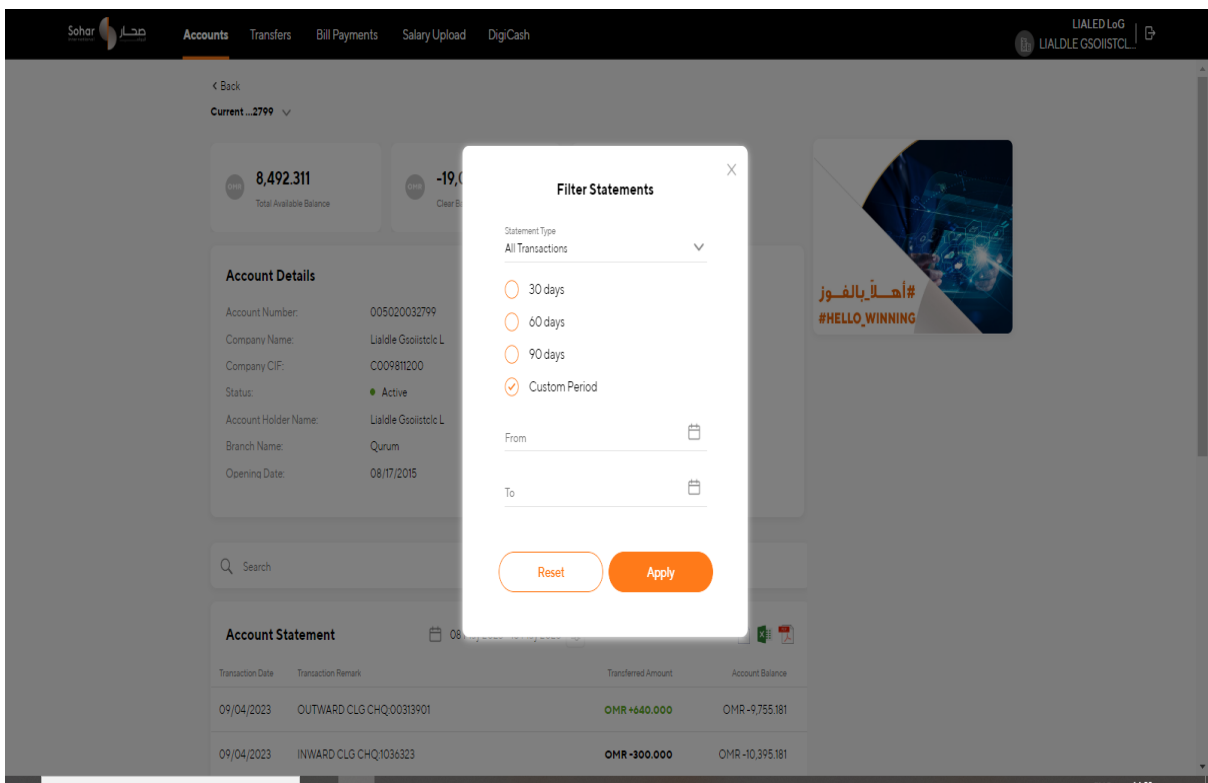
08 May 2023 - 18 May 2023

Transaction Date	Transaction Remark	Transferred Amount	Account Balance
09/04/2023	OUTWARD CLG CHQ:00313901	OMR +640.000	OMR -9,755.181
09/04/2023	INWARD CLG CHQ:1036323	OMR -300.000	OMR -10,395.181

Click here to select the period for which the statement is required



Step 3: In case of custom period the **From Date** and **To Date** needs to be specified by the user. (Maximum period 1 year)



Step 4: Once user clicks on apply. System will generate statement (as per the format chosen) and the same will be available in the users default download path

The screenshot displays a banking application interface. At the top, there is a navigation bar with options: Accounts, Transfers, Bill Payments, Salary Upload, and DigiCash. The main content area is divided into two sections. The left section, titled 'Account Details', shows the following information:

- Account Number: 005020032799
- Company Name: Lialdie Goolistoc L
- Company CIF: C009811200
- Status: Active
- Account Holder Name: Lialdie Goolistoc L
- Branch Name: Qurum
- Opening Date: 08/17/2015

Below the account details is a search bar and an 'Account Statement' section. The statement is for the period '01 May 2023 - 18 May 2023'. It features a table with the following columns: Transaction Date, Transaction Remark, Transferred Amount, and Account Balan. An 'Excel' button is visible next to the 'Account Balan' column header.

Transaction Date	Transaction Remark	Transferred Amount	Account Balan
09/04/2023	OUTWARD CLG CHQ:00313901	OMR +640.000	OMR -9,755.181
09/04/2023	INWARD CLG CHQ:1036323	OMR -300.000	OMR -10,395.181
09/04/2023	DLA PIPER OMAN LLP	OMR +435.750	OMR -10,095.181
09/04/2023	INWARD CLG CHQ:1036322	OMR -1,000.000	OMR -10,530.931
09/04/2023	DR TRANSFER	OMR -1,165.750	OMR -9,530.931
09/04/2023	BPV # 14824 Daseair Logistics China Limited FT2304	OMR -409.401	OMR -8,365.181
09/04/2023	SOH_CBCUP00000067348	OMR -231.930	OMR -7955.780

On the right side of the screen, a file download menu is open, showing several files with 'Open file' links:

- Accountstatement\_005020032799180520231457013\_46...
- salary\_template (6).csv
- salary\_template (5).csv
- Accountstatement\_005020032799030520231431022\_68...
- Accountstatement\_005020032799030520231430057\_22...
- 0082\_001.pdf

At the bottom of the application, there is a status bar showing 'ENG' and '16:57'.

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