



جافزا
DUBAI TRADE

JAFZA Request and Download Statement of Account User's Manual

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Request and Download Statement of Account

Table Designs

DOCUMENT DETAILS

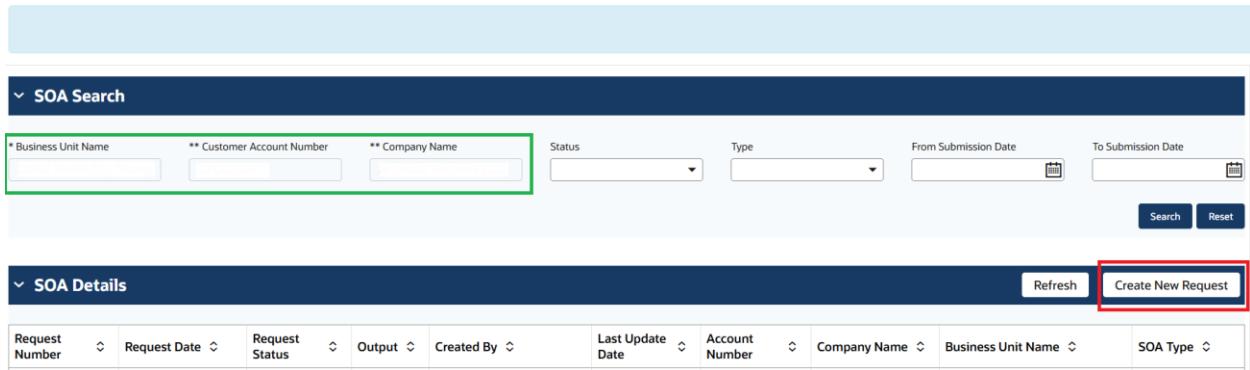
Document Name	Request and Download Statement of Account
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	3 rd December 2025
Current Version	1.0

This service allows customers to request Portal Deposit and Non-Portal account statements.

Process:

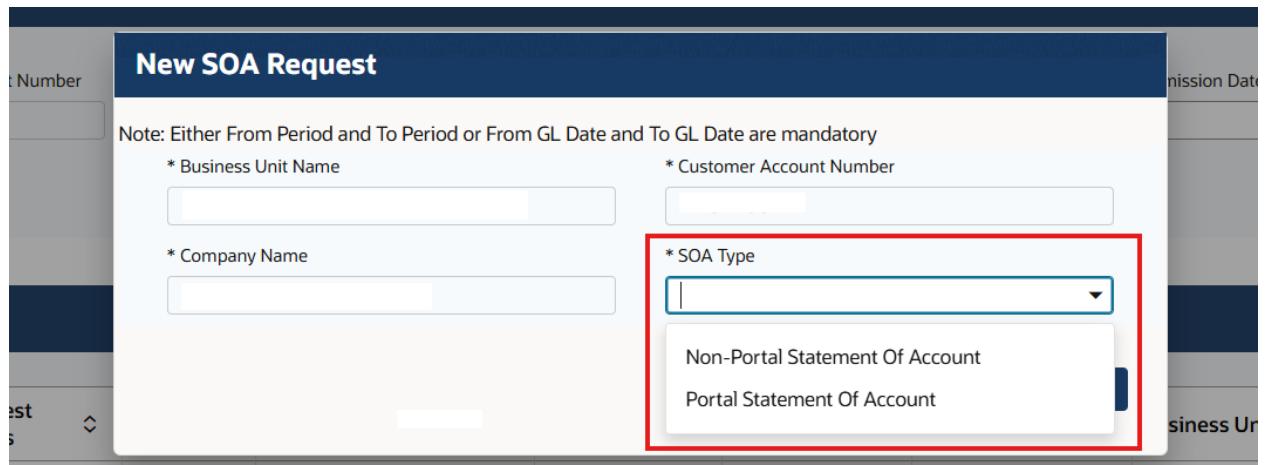
1. The below screen will be displayed. The company information will be auto fetched.

Click "Create New Request" to begin.



The image shows two stacked sections of a web application. The top section is titled 'SOA Search' and contains input fields for 'Business Unit Name', 'Customer Account Number', and 'Company Name', all of which are highlighted with a green border. Below these are dropdowns for 'Status', 'Type', and date ranges 'From Submission Date' and 'To Submission Date'. The bottom section is titled 'SOA Details' and contains a table with columns for Request Number, Request Date, Request Status, Output, Created By, Last Update Date, Account Number, Company Name, Business Unit Name, and SOA Type. A 'Create New Request' button is located in the top right of this section, which is highlighted with a red box.

2. On the pop-up screen, choose required statement of account type.



The image shows a 'New SOA Request' dialog box. It includes fields for 'Business Unit Name', 'Customer Account Number', and 'Company Name'. A dropdown menu for 'SOA Type' is open, showing two options: 'Non-Portal Statement Of Account' and 'Portal Statement Of Account', both of which are highlighted with a red box.

3. Enter required information as per SOA type. Click on "Submit" to proceed.

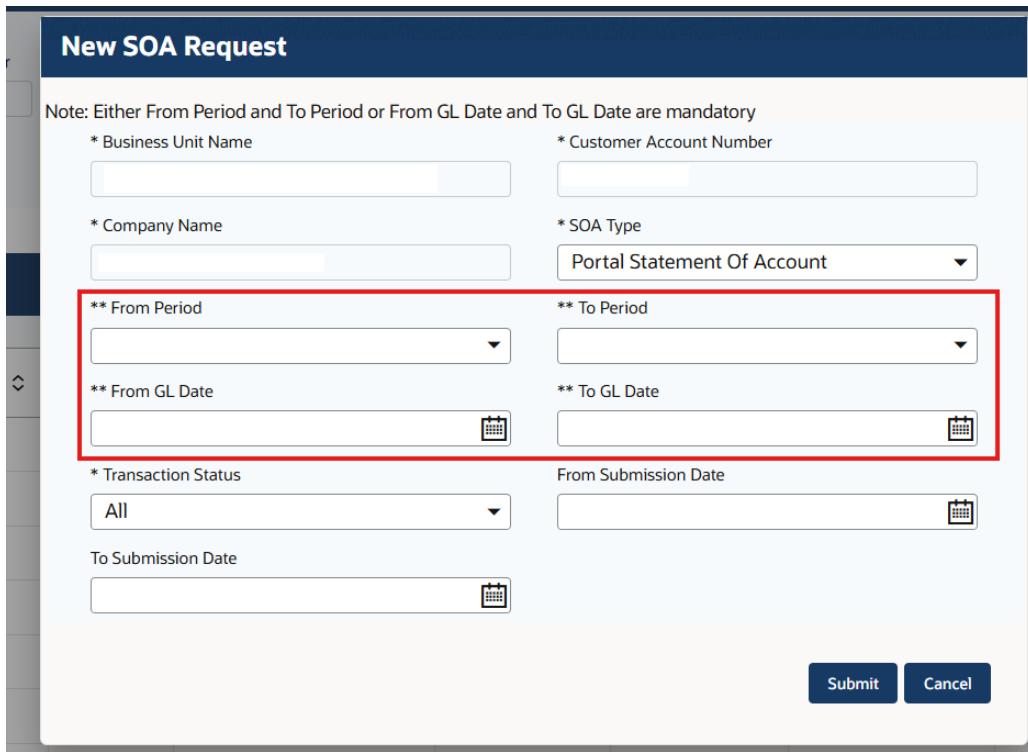
Portal Deposit SOA:

New SOA Request

Note: Either From Period and To Period or From GL Date and To GL Date are mandatory

* Business Unit Name	* Customer Account Number
<input type="text"/>	<input type="text"/>
* Company Name	* SOA Type
<input type="text"/>	Portal Statement Of Account <input type="button" value="▼"/>
** From Period	** To Period
<input type="text"/>	<input type="text"/>
** From GL Date	** To GL Date
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>
* Transaction Status	From Submission Date
All <input type="button" value="▼"/>	<input type="text"/> <input type="button" value="Calendar"/>
To Submission Date	<input type="text"/> <input type="button" value="Calendar"/>

Submit **Cancel**



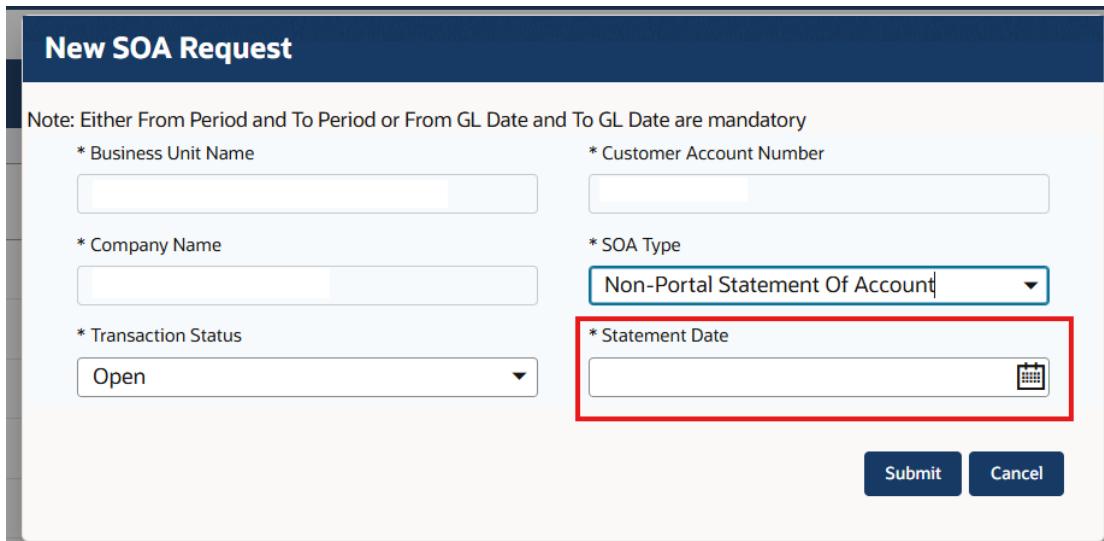
Non-Portal Deposit SOA:

New SOA Request

Note: Either From Period and To Period or From GL Date and To GL Date are mandatory

* Business Unit Name	* Customer Account Number
<input type="text"/>	<input type="text"/>
* Company Name	* SOA Type
<input type="text"/>	Non-Portal Statement Of Account <input type="button" value="▼"/>
* Transaction Status	* Statement Date
Open <input type="button" value="▼"/>	<input type="text"/> <input type="button" value="Calendar"/>

Submit **Cancel**



4. System will take you back to the landing page with all the requests you have submitted.

When request status shows "Success", click on the "**download**" icon to view the requested SOA.

SOA Search

* Business Unit Name	** Customer Account Number	** Company Name	Status	Type	From Submission Date	To Submission Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SOA Details

Request Number	Request Date	Request Status	Output	Created By	Last Update Date	Account Number	Company Name	Business Unit Name	SOA Type
1322	06-08-2025 04-00-00	Success			06-08-2025				NON_PORTAL_SOA
1311	06-08-2025 04-00-00	Success			06-08-2025				NON_PORTAL_SOA
1303	05-08-2025 04-00-00	Success			05-08-2025				NON_PORTAL_SOA

