

## USER GUIDE: DUITNOW QR TRANSACTION INQUIRY & REPORT DOWNLOAD

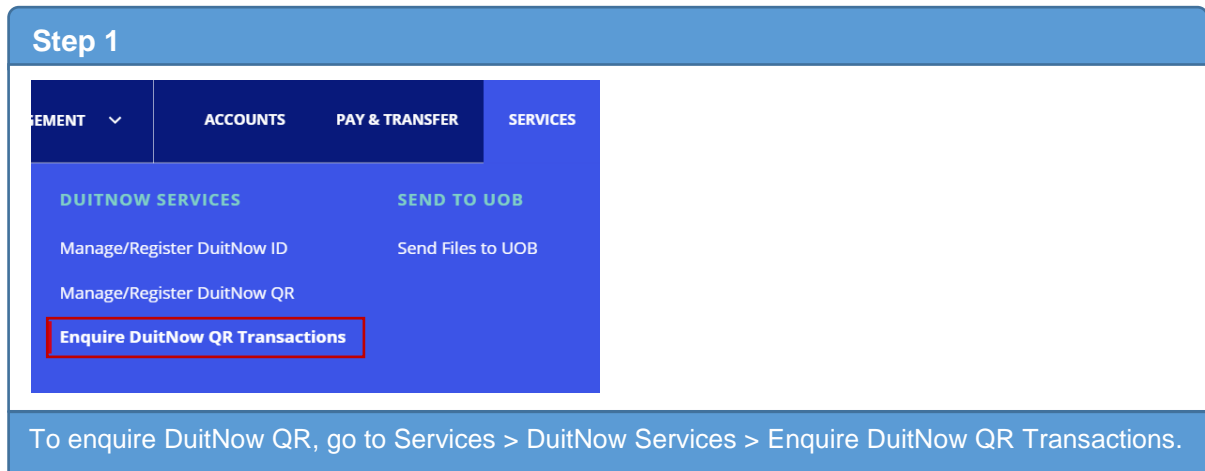
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### Important Note:

- All Users granted with account access are able to view DuitNow QR transaction activity and download DuitNow QR report.
  - This applies to Cross Border QR.
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### A. DuitNow QR Transaction Inquiry

**Step 1**



The screenshot shows a navigation menu with the following items: **ACCOUNTS**, **PAY & TRANSFER**, and **SERVICES**. Under the **SERVICES** menu, there are two columns of options: **DUITNOW SERVICES** and **SEND TO UOB**. The **DUITNOW SERVICES** column includes 'Manage/Register DuitNow ID', 'Manage/Register DuitNow QR', and 'Enquire DuitNow QR Transactions' (which is highlighted with a red box). The **SEND TO UOB** column includes 'Send Files to UOB'.

To enquire DuitNow QR, go to Services > DuitNow Services > Enquire DuitNow QR Transactions.

=====continued on the next page=====

## Step 2

### Enquire DuitNow QR Transactions

Export

\* Mandatory Fields

#### Search for DuitNow QR Online Transactions

Company Name \*

NAME1



Account

AC NAME1



PDF (Current Page)

PDF (All Pages)

CSV (All Pages)

Spreadsheet (All Pages)

#### Account Details

Company Name

NAME1

NAME2

Account Number

Account Name

AC NAME1

Merchant Name

--

Account Type

Current Account

DuitNow QR ID

--

Currency

MYR

#### Account Transactions

Status



Amount Range

Clear Filter(s)

Movement Details For: 17/06/2022

Customise View

Transaction Date	Transaction Reference	Payer Name	Amount (MYR)	Fees (MYR)	Source of Funds	Status	Reason Code
No records found.							

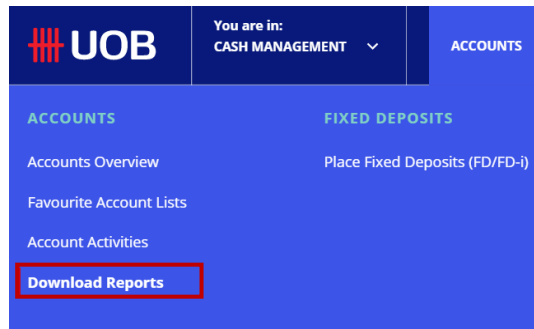
- Search for company name and account number that you want to enquire by clicking .
- Next, click  and select your file format to download (PDF, CSV, Excel spreadsheet).

#### Notes:

- This screen only allows you to search for same day transactions. Past transactions are available for download via DuitNow QR Report Download in section (B) of this User Guide.
- Fields marked with an asterisk (\*) are mandatory.

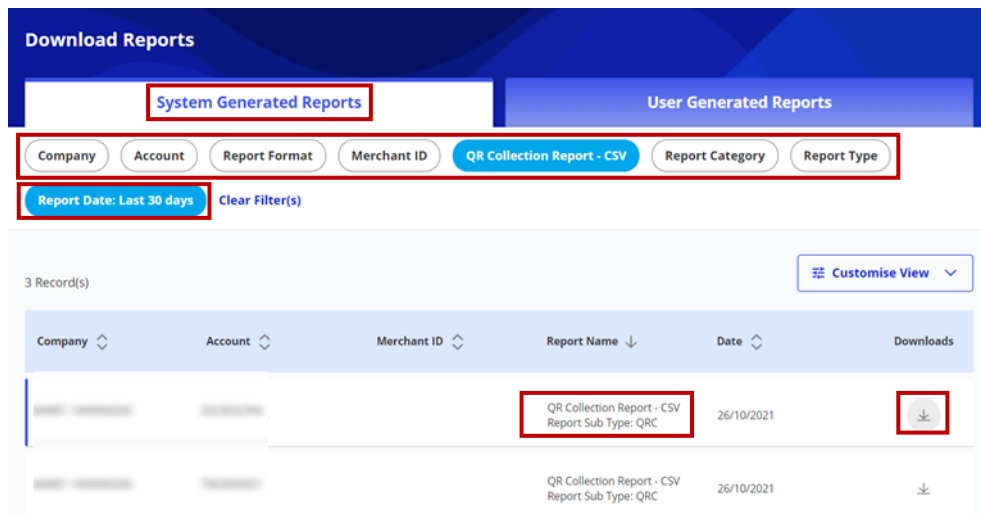
## B. DuitNow QR Report Download


### Step 1



From the top menu bar, select Accounts > Download Reports.

### Step 2



- Under the “System Generated Reports” menu, select your company name and your preferred report type (e.g. QRC = CSV; and QRT = TXT).
- Then, select your report’s date range.
- Click  to download your generated report.

Note:

Report is available on the next day.