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USER GUIDE: DUITNOW QR TRANSACTION INQUIRY & REPORT DOWNLOAD

Important Note: All Users granted with account access are able to view DuitNow QR transaction activity and download DuitNow QR report.

A. DuitNow QR Transaction Inquiry

Step 1	
n	Account Services V Payment Services V Trade Services V
0	Account Summary
	Account Transaction Summary te Currency Amount Account Summary Template mary Account Statement
Ev	DuitNow OR Online Transaction Enquiry Trade Bill Summary
	Term Doposit e Product Status Co
From the	top menu bar, select " Account Services ".
Then, se	lect "DuitNow QR Online Transaction Enquiry".

Step 2								
Account Services	Payment Servic	Trade Services	Administration 🖌					Ň
Account Summary Account Summary Template Account Statement Duithow QR Online Trx Enquiry Trade Bill Summary	Group ID: Account Numbe Cey:" Amount From: Status	r.* 2093027746 MYR To: Search	Current Account - Corporate					
	Account Deta	ails						Download File *
	Company ID: Account Name: Account Type: Account Currency Movement De	Current Account Current Account MYR tails For : 04 Nov 202	t - Corporate	Account Number: Merchant Name: Merchant QR ID:	20930 Currer QRC2	27746 nt Account - Corpora 0102719091749683QXC	8К	
	1 - 2 of 2 terns 10 25 50 100				н	(1) → →		
	Transaction Date/Time	Transaction Ref	Description	Amount	Fees	Source of Funds	Status	Reason Code
	04/11/2020 06:01:45 PM	20201104RPPEMYKL030HQR163472 32	Recipient Ref - QR Payment Payer's Name - Marielle Oblipias BIQ : HLBBMYKL	12.56	0.03	Current	Accepted	U000
	04/11/2020 10:51:11 AM	20201104UOVBMYKL030OQR001456 88	Recipient Ref : DuitNow QR Payer's Name : MS SAVING BIC : UOVBMYKL	5.00	0.01	Savings	Accepted	U000

Click Q to select your Account Number.

Then, click "**Download File**" and select your file format to download (PDF, CSV or 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 asterisk (*) are mandatory.





B. DuitNow QR Report Download

^	Account Services 🗸 Payme	ent Services 🗸 Tr	rade Services 🗸	•	Account Services	Payment Services 🗸	Trade Services
•	Transactions and Reports Account Summary	_	Account Balan		Transaction Notifications	Transactions and	Reports
Pi	Account Transaction Summary	ency Amount	Company Nama		Transaction Search	From this screen, you can perform Advices and reports can also be v	a search on transaction(s) weed here.
	Account Summary Template		Company Hant		Create Batch		
	Account Statement	more	Account information		Processed Transactions		
ive	DuitNow QR Online Transaction Enquiry				Advices and Notification		
Rece	Trade Bill Summary				Download Reports		
_	Term Deposit	Product Status	Ссу	1	To Do List		

Next, from the left navigation menu, select "Download Reports".

Download Rep	orts					
						Search Options
Company ID:	XYZ_1234	Q				
Report Type:		~				
Report Sub Type:	QRC	~				
Account Number:		Q				
Acc Ccy						
Merchant ID :		Q				
From Date:	05/11/2019 🗸					
To Date:	05/11/2020 🗸					
						Search
1 - 1 of 1 items		10 25 50 100				
Company ID	Report Name	Report Type	Report Sub Type	Acc CCY	Account Number	Appl. Date
PARTNER-01	<u>QR Collection Report -</u> <u>CSV</u>	<u>STMT</u>	QRC		2093011793	28/10/2020

Select your preferred Report Type (e.g. QRC = CSV; and QRT = TXT)

Select your report's date range.

Then, click the link to download your generated report.

