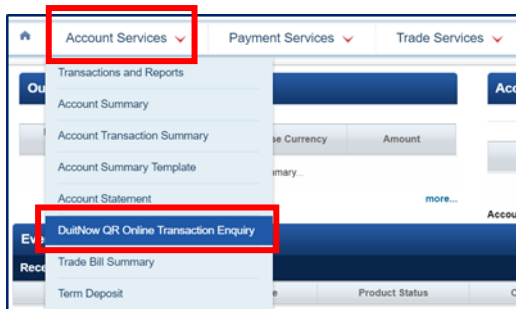


## USER GUIDE: DUITNOW QR TRANSACTION INQUIRY & REPORT DOWNLOAD

**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

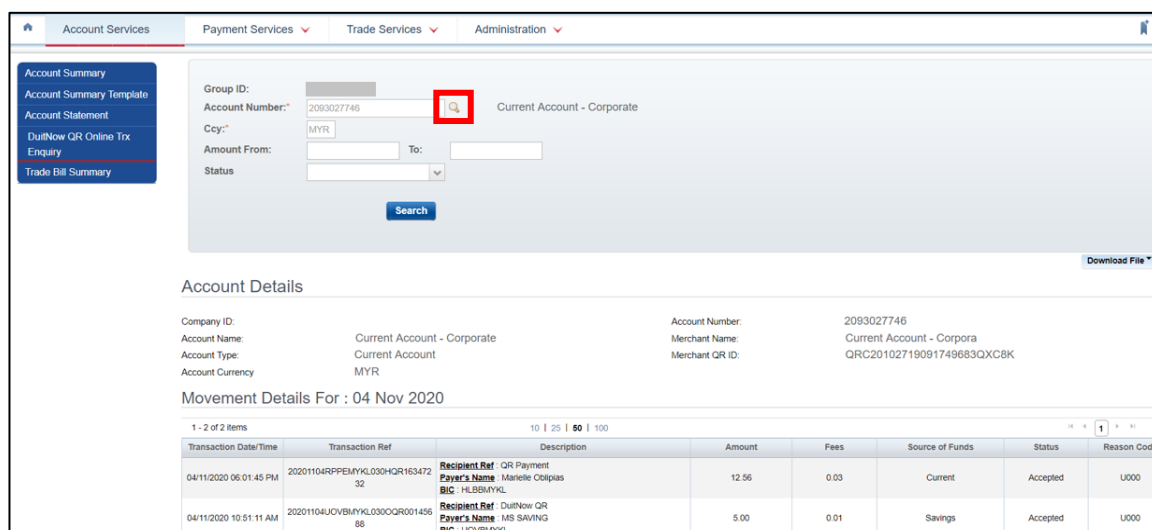
#### Step 1



From the top menu bar, select “Account Services”.

Then, select “DuitNow QR Online Transaction Enquiry”.

#### Step 2



Account Services | Payment Services | Trade Services | Administration

Account Summary  
Account Summary Template  
Account Statement  
DuitNow QR Online Trx Enquiry  
Trade Bill Summary

Group ID: [Redacted]  
Account Number: 2093027746 [Red Box] Current Account - Corporate  
Ccy: MYR  
Amount From: [Redacted] To: [Redacted]  
Status: [Redacted]

[Search](#) [Download File](#)


**Account Details**

Company ID: [Redacted] Account Name: Current Account - Corporate Account Number: 2093027746  
Account Type: Current Account Merchant Name: Current Account - Corpora  
Account Currency: MYR Merchant QR ID: QRC20102719091749683QXC8K

**Movement Details For : 04 Nov 2020**

1 - 2 of 2 Items 10 | 25 | 50 | 100

Transaction Date/Time	Transaction Ref	Description	Amount	Fees	Source of Funds	Status	Reason Code
04/11/2020 06:01:45 PM	20201104RPPEMYKL030HQR16347232	Recipient Ref: QR Payment Payer's Name: Hanalee Oelplias BIC: HLBBMYKL	12.56	0.03	Current	Accepted	U000
04/11/2020 10:51:11 AM	20201104UCVBMVYKL030CQR00145686	Recipient Ref: DuitNow QR Payer's Name: IMS SAVING BIC: UCVBMYKL	5.00	0.01	Savings	Accepted	U000

Click  to select your Account Number.

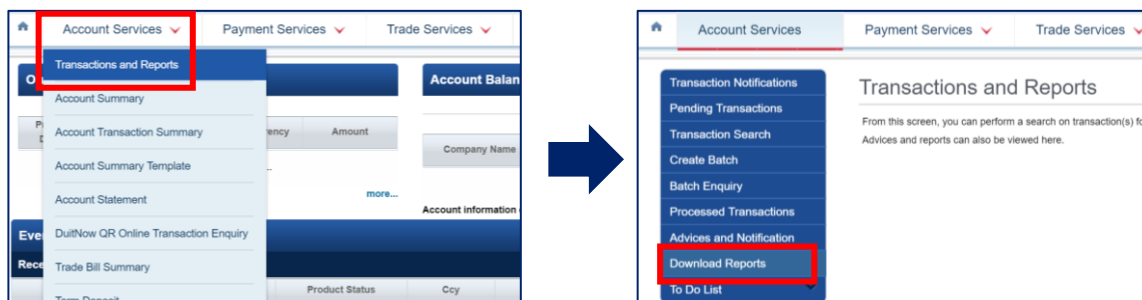
Then, click “Download File” and select your file format to download (PDF, CSV or Excel spreadsheet).

#### 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

### Step 1



From Top Menu Bar, select “**Account Services**” and then select “**Transaction and Reports**”.

Next, from the left navigation menu, select “**Download Reports**”.

### Step 2

#### Download Reports


Search Options ^

Company ID:	XYZ_1234 <span style="float: right; border: 1px solid red; padding: 2px;">🔍</span>
Report Type:	<span style="border: 1px solid red; padding: 2px;">▼</span>
Report Sub Type:	<span style="border: 1px solid red; padding: 2px;">QRC ▼</span>
Account Number:	<input type="text"/> <span style="float: right;">🔍</span>
Acc Ccy	<input type="text"/>
Merchant ID :	<input type="text"/> <span style="float: right;">🔍</span>
From Date:	<span style="border: 1px solid red; padding: 2px;">05/11/2019 ▼</span>
To Date:	<span style="border: 1px solid red; padding: 2px;">05/11/2020 ▼</span>

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	QR Collection Report - CSV	STMT	QRC		2093011793	28/10/2020

Click  to select your Company ID.

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.