

**USER GUIDE for
PAYEE DOWNLOAD PORTAL
File Enquiry**

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Module and Functions

DWN000 – File Enquiry

This module allow user download the Text File(.txt) every end of month.

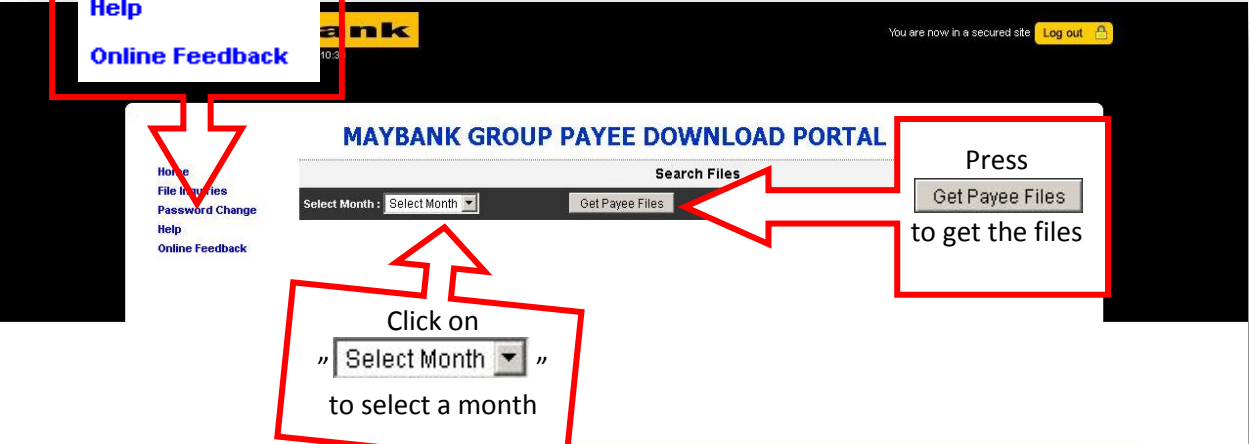
Function module includes:

DWN001 – Download

DWN001 – Download (For Payee-Operator)

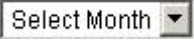
[Home](#)
[User Maintenance](#)
[File Inquiries](#)
[Password Change](#)
[Help](#)
[Online Feedback](#)

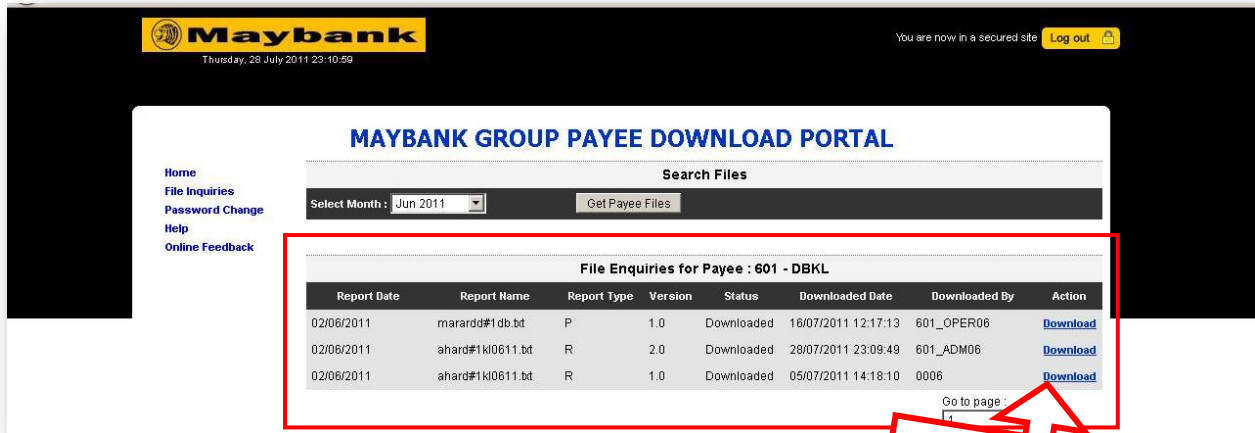
1. Click on “**User Maintenance**” at left navigation bar, then “**Search File**” windows will be appeared on the right.



Press
Get Payee Files
to get the files

Click on
Select Month
to select a month

2. Click on the “  ” and select the month of file that you wish to download.
3. Once the month is selected, press on “  ” button.



MAYBANK GROUP PAYEE DOWNLOAD PORTAL

Search Files

Select Month : Jun 2011

File Enquiries for Payee : 601 - DBKL

Report Date	Report Name	Report Type	Version	Status	Downloaded Date	Downloaded By	Action
02/06/2011	marardd#1db.bt	P	1.0	Downloaded	16/07/2011 12:17:13	601_OPER06	Download
02/06/2011	ahard#1ki0611.bt	R	2.0	Downloaded	28/07/2011 23:09:49	601_ADM06	Download
02/06/2011	ahard#1ki0611.bt	R	1.0	Downloaded	05/07/2011 14:18:10	0006	Download

Go to page :

Press on
“[Download](#)” in
order to download
the file.

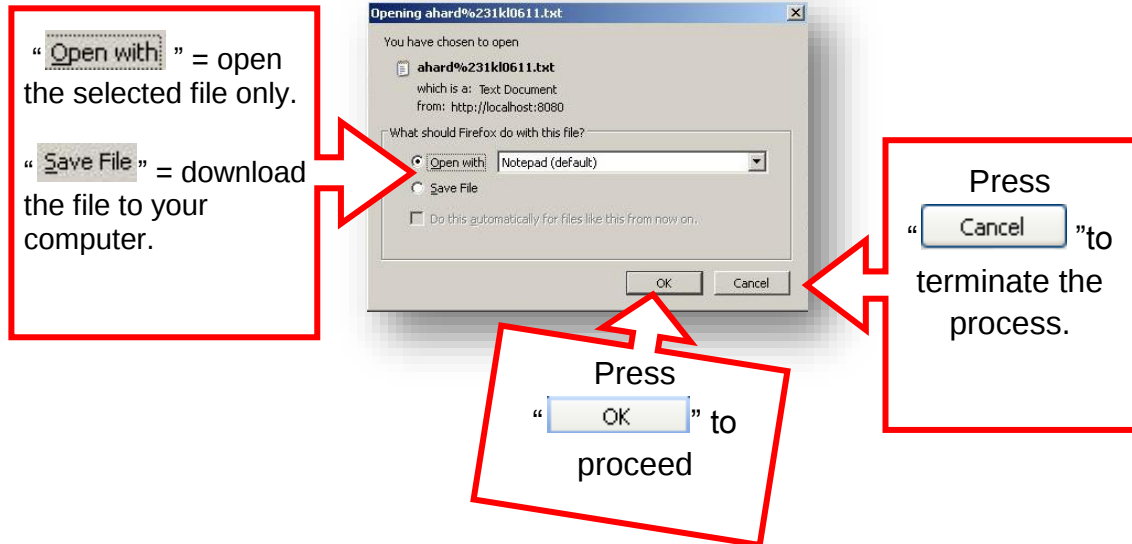
4. The result of file searched will be appear on “**File Enquiries for Payee**” windows.

5. For your information:

- a. Report Date : The date of the report released.
- b. Report Name : The file name of the download file.
- c. Report Type : There are 3 types of files:
 - P = Payment Data File
 - R = Report
 - A = Ad Hoc Files
- d. Version : The version of report.
- e. Status : There are 2 status:
 - New : This file is just released and not been downloaded yet.
 - Downloaded : This file had been downloaded
- f. Downloaded Date : Show the date of the file was downloaded.
- g. Downloaded By : The file was downloaded by which user.

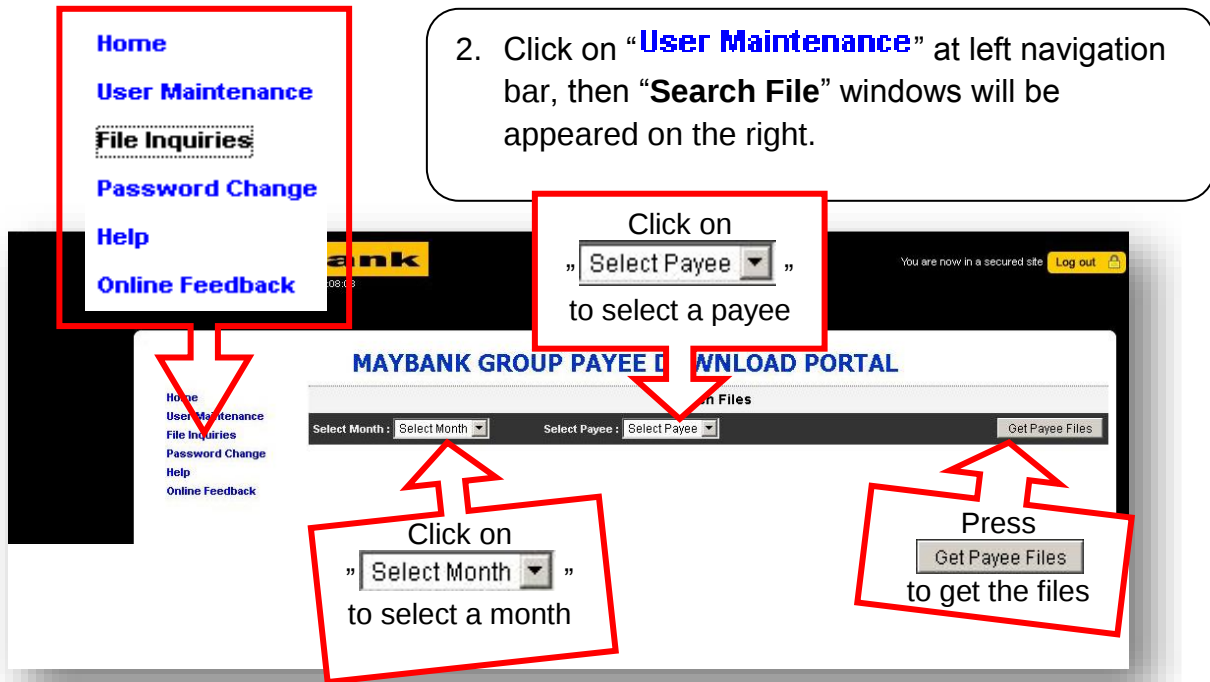
6. Press on “[Download](#)” in order to download the selected file.

7. A download option will be prompted out as below.
8. Choose “ **Open with** ” to open the selected file only, while choose “ **Save File** ” to download the file to your computer
9. Finally system will prompt out a message to ensure the process is correct or not. Press “ **OK** ” to proceed, while “ **Cancel** ” to terminate the process.



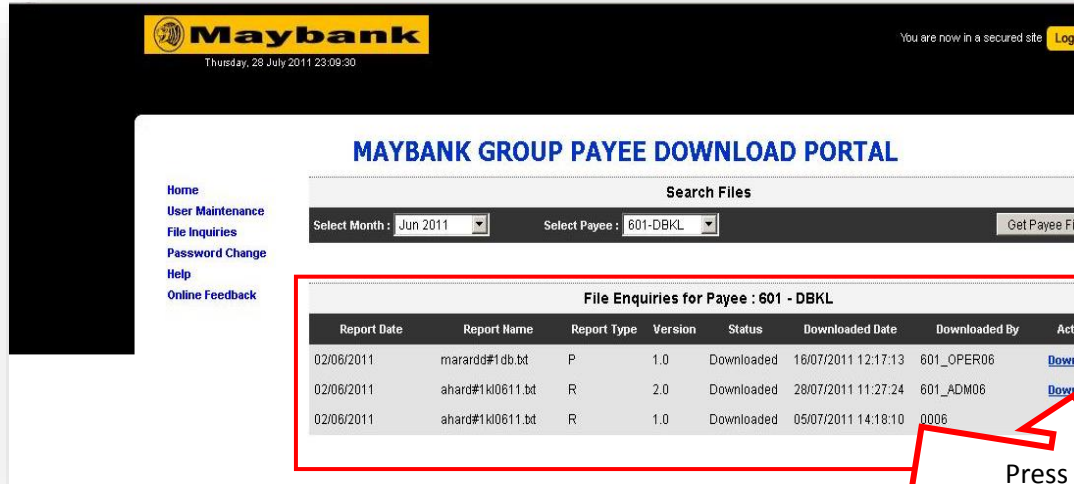
DWN001 – Download (For Payee-Admin)

2. Click on “**User Maintenance**” at left navigation bar, then “**Search File**” windows will be appeared on the right.



The screenshot shows the Maybank Group Payee Download Portal. On the left is a navigation bar with links: Home, User Maintenance, File Inquiries, Password Change, Help, and Online Feedback. The 'User Maintenance' link is highlighted with a red box and an arrow pointing to the main content area. In the main content area, there is a section titled 'MAYBANK GROUP PAYEE DOWNLOAD PORTAL'. Below this title, there are two dropdown menus: 'Select Month' and 'Select Payee'. Both are highlighted with red boxes and arrows. To the right of these dropdowns is a button labeled 'Get Payee Files', which is also highlighted with a red box and an arrow. The text 'You are now in a secured site' and a 'Log out' link are visible in the top right corner of the portal.

4. Click on the “ ” and select the month of file that you wish to download.
5. Click on “ ” to select a payee to get a related file.
6. Once the month and payee are selected, press on “ ” button.



MAYBANK GROUP PAYEE DOWNLOAD PORTAL

Search Files

Select Month: Jun 2011 Select Payee: 601-DBKL Get Payee File

File Enquiries for Payee : 601 - DBKL

Report Date	Report Name	Report Type	Version	Status	Downloaded Date	Downloaded By	Action
02/06/2011	marardd#1db.bt	P	1.0	Downloaded	16/07/2011 12:17:13	601_OPER06	Download
02/06/2011	ahard#1k0611.bt	R	2.0	Downloaded	28/07/2011 11:27:24	601_ADM06	Download
02/06/2011	ahard#1k0611.bt	R	1.0	Downloaded	05/07/2011 14:18:10	0006	Download

Press on "Download" in order to download the file.

5. The result of file searched will be appeared on "File Enquiries for Payee" windows.

6. For your information:

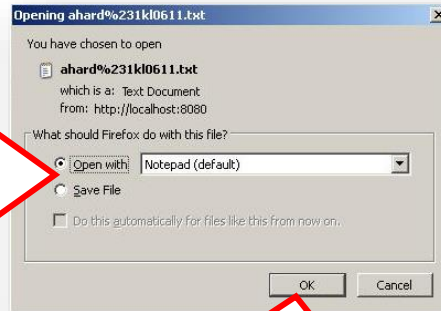
a. Report Date	: The date of the report released.	
b. Report Name	: The file name of the download file.	
c. Report Type	: There are 2 kind of report type:	
	• P = Payment Report	
	• R = Report	
	• A =AdHoc	
d. Version	: The version of report.	
e. Status	: There are 2 status:	
	• New	: This file is just released and not been downloaded yet.
	• Downloaded	: This file had been downloaded
f. Downloaded Date	: Show the date of the file was downloaded.	
g. Downloaded By	: The file was downloaded by which user.	

7. Press on "[Download](#)" in order to download the selected file.

8. A download option will be prompted out as below.
9. Choose “ **Open with** ” to open the selected file only, while choose “ **Save File** ” to download the file to your computer
10. Finally system will prompt out a message to ensure the process is correct or not. Press “ **OK** ” to proceed, while “ **Cancel** ” to terminate the process.

“ **Open with** ” = open the selected file only.

“ **Save File** ” = download the file to your computer.



Press “ **OK** ” to proceed

Press “ **Cancel** ” to terminate the process.