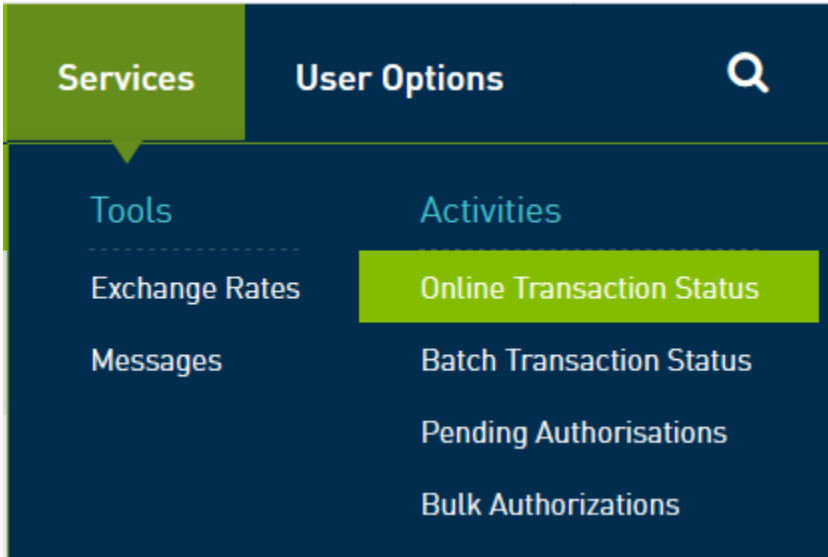


## REPRINTING A TRANSACTION ADVICE

- Select the main Menu **Services** and click on **Online Transaction Status**



- Select the account for which you want to view the transaction and reprint
- From the drop-down under period, select the period of interest. If you want define a specific date range, select **User Defined** and then using the calendar state the start and end dates then click on the search button

The screenshot shows a search filter interface. It includes an 'Account\*' field with a search icon and a dropdown menu for 'Period\*' set to 'User Defined'. There are 'From' and 'To' date fields, both set to '28/05/2019', with calendar icons. A search button with a magnifying glass icon is on the right. Below the filters is a text input field labeled 'Enter keyword' and a 'FILTER OPTIONS +' link.

- The transaction particulars will be displayed

The screenshot shows the search filter interface from the previous step, with the search results displayed below. The results are shown in a table with a teal header and a teal footer. The table has columns for Account Number, Transaction Number, Status, Transaction Type, Amount, and Cancel. The first row shows a transaction with a redacted account number, transaction number 2000051177/KDBAAICBBXTBHB, status 'Completed', and type 'Transfer Between My Accounts' for an amount of 'KES 100.00'. There are information and add icons at the end of the row.

Account Number	Transaction Number	Status	Transaction Type	Amount	Cancel
[REDACTED]	2000051177/KDBAAICBBXTBHB	Completed	Transfer Between My Accounts	KES 100.00	

- Click on the green + sign to expand to view all the transaction details
- To view the transaction in a form that can be reprinted, click on the “I” icon which pops up the word **Details**

Account Number	Transaction Number	Status	Transaction Type	Amount	Cancel
██████████	20000051177/KDBAAICBBXBTBHB	Completed	Transfer Between My Accounts	KES 100.00	
<b>Input Date</b>	28.05.2019				
<b>Execution Date</b>	28.05.2019				
<b>Description</b>	FROM ACCOUNT: ██████████ AVAILABLE BALANCE: 2,997,960.00 KES TO ACCOUNT: ██████████ AVAILABLE BALANCE: 969,720.46 KES TRANSFER AMOUNT: 100.00 KES EXECUTION DATE: 28/05/2019 MY REFERENCE: ADVICE TEST BENEFICIARY REFERENCE: ADVICE TEST				
<b>Bank Reference Number</b>	KDBAAICBBXBTBHB				

- Select any of the icons – pdf, word, excel – to reprint

### Transfer Between My Accounts

**Amount**

Amount

KES 100.00

**From Account**

From Account

██████████

**To Account**

To Account

██████████

**Custom Data**

**Details**

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