

### View, export or print set off reports

A set off facility refers to linked accounts that share a common overdraft limit and a common interest and fee structure. NAB Connect offers reporting on set off facilities, including end of day balances and overall data. This quick reference guide shows you how to view, print and/or export set off reports. Login to NAB Connect to get started.

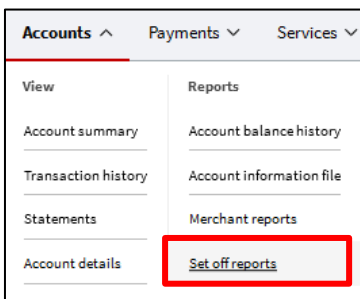
### HOW TO:

1. View a set off report
2. Export or print a set off report

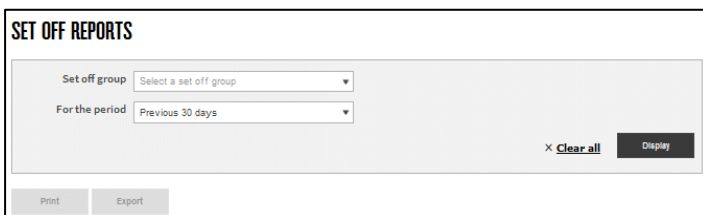
4. Click **Display**. NAB Connect displays the reports according to your criteria.

#### 1 View a set off report

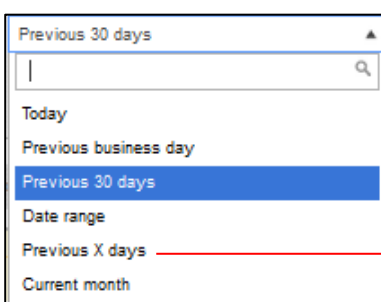
1. From the Accounts menu, select Set off reports:



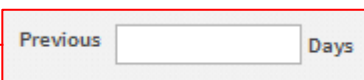
The **SET OFF REPORTS** screen displays:



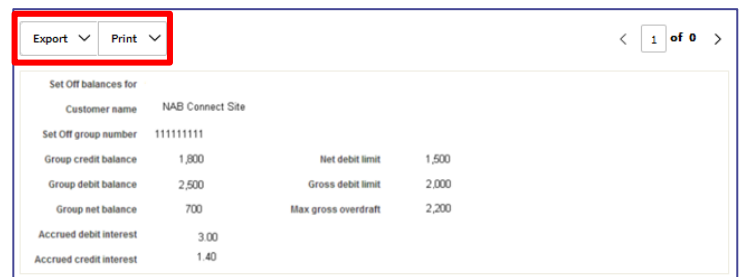
2. At **Set off group**, click the dropdown arrow and select the group you want a report on.
3. At **For the period**, click the dropdown arrow and select the reporting period from the following options:



**Tip:** To customise your own reporting period, enter a **Date range** (up to 18 months) or choose **Previous X days** and enter the no. of previous days.



#### 2 Export (download) or print a set off report



1. Click **Export** and select **Export report** to export/download a report. A Windows pop-up will ask you to check the file format and confirm/change the download location.
2. Click **Print** and select **Print report** to print. You may be prompted to confirm printer settings according to your own printer drivers.

For further assistance, call the NAB Connect Client Centre on 1300 888 413.