NAB CONNECT
Quick Reference Guide

View and export merchant reports

In NAB Connect you can receive a daily file of your EFTPOS transactions for domestic and multi-currency facilities. This quick reference guide shows you how to select, view and download ('export') reports.

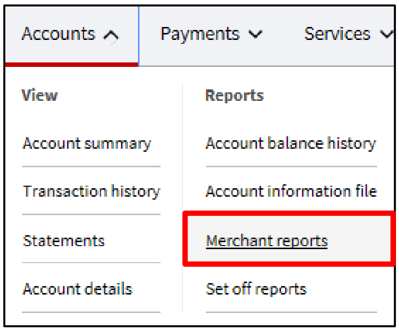
HOW TO

1. **Select reports**
2. **View and export a report**

1 Select reports

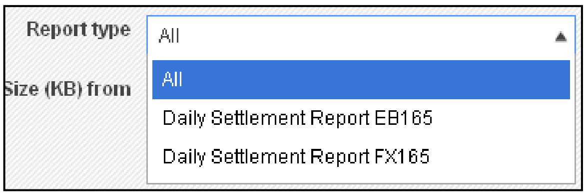
There are two locations for merchant reports in NAB Connect. Try first is under **Accounts** > **Merchant reports**, as shown below. If you do not find the report you are looking for, try under **Services** > **Financial file transfer**.

1. From the **Accounts** menu select **Merchant reports**:

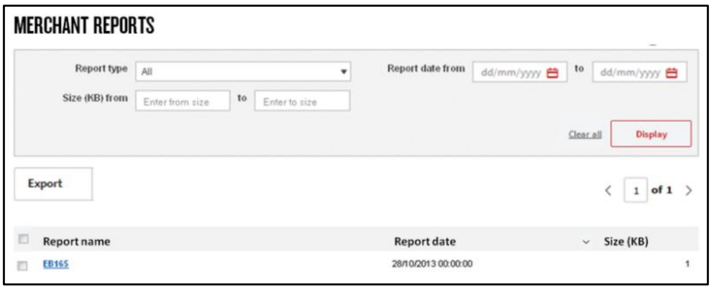


The *MERCHANT REPORTS* screen (shown opposite) displays.

2. Select the **Report type** or search by **Report date** range or by **File Size**.

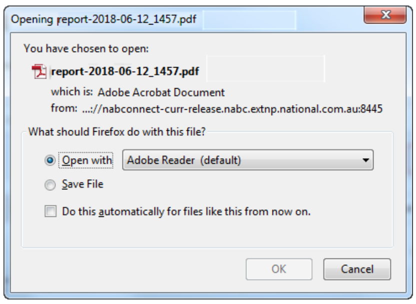


3. Click **Display**. The reports display with the most recent first. Select the report you want to view or download.



2 View and export a report

1. Select the appropriate report.
2. Click **Export**.
3. Check the options on the download pop-up screens to complete the download:



Note:

- *To search under **Services>Financial file transfer**, refer to the quick reference guide [View and export a financial file](#).*
- *To add reporting for a merchant facility that's not in the business name of your NAB Connect facility, complete the [NAB Connect Amendment form](#) and request to add the **EB 165/FX 165 Reports** service*

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