# NAB CONNECT – DESKTOP

## HOW TO CREATE REPORTS

A step-by-step guide to creating a simple transaction history report from NAB Connect.

1. Click ‘Accounts’ in the menu.
2. Click ‘Transaction History’.
3. Click the ‘Simple’ button at the top of the screen.
4. Click the arrow next to ‘Last 30 days’.
5. You can choose a number of days, or a date range for your report.
6. Enter the date range in the ‘From’ and ‘To’ fields.
7. To sort the transactions, click on the column headings.
8. If you’re looking for a particular transaction, use the search box and type in the reference or details you’re looking for.
9. You can see the transaction details by clicking on the hyperlink.
10. Or click the arrow to the right of the payment to view the fast payment details.
11. You can print the report here, or
12. Export it to a .csv file.

**And that’s how you create a simple transaction report.**