

How to download a transaction listing for CBA, NAB, ANZ and Westpac bank accounts

Commonwealth Bank

App

1. Go to **Accounts** then **Transaction History**
2. Select an account from the drop down
3. Select a **date range** under **Transaction** then Search
4. Click **Export Transactions**
5. Click **Refresh** then **View Report** to download

Website

1. **Log in** to internet banking
2. Go to **View accounts**.
3. Click on **Statements**
4. Then, **Create a summary**.
5. Enter the **relevant dates (13/04/24- today)**
6. Click **Download** your summary.

NAB

App

1. Click on the **account**
2. Click on **Statements**
3. Click **Download your recent transactions**
4. The **date range** should already say Last 30 days. You can select a longer period here
5. Click **Generate your PDF**

Website

1. **Log in** to internet banking
2. Click on the three dots next to the account under the **Actions** column and select **Transactions**
3. Click on the **Date** range box below and select **30 days** from the drop-down menu.
4. Select **Update transactions**.
5. After the page refreshes, select **Export** and select PDF file.
6. Your recent transaction statement will download to your computer or device.

ANZ

Website

1. **Log in** to internet banking
2. Select the account you want to search.
3. Click the **Download** option under the **Transactions** tab.
4. Select a **search period** of 30 days
5. Select **Download** to begin the download process.

Westpac

Website

1. **Log in** to internet banking
2. You should be on the '**your accounts**' page in the '**overview**' tab.
3. Click on the **account**, then click on the **statements** option (to the right of the account information box).
4. Select the appropriate **start date** and **end date** (for at least the last 30 days).
5. Click the **download** button next to the relevant statement(s).