

Viewing and Printing Transaction History

About this guide

This guide takes you through the process of printing and viewing your Transaction History reports in CommBiz.

Viewing Transaction History

1. Open your internet browser, visit **commbiz.com.au** and log in to CommBiz.
2. On the top menu, click **Accounts > Transaction History**.
3. The **View Transaction History** page is displayed.

The screenshot shows the Commonwealth Bank CommBiz interface. At the top, there's a navigation bar with 'Home', 'Accounts', 'Payables', 'Receivables', 'Markets', 'File Transfer', 'Functions', 'Offers & Apply', 'Insights', and 'Admin'. Below this is a sidebar with 'Balances', 'Transaction History', 'Full Transaction Detail', 'Money Market Interest And Earnings', 'Balance History', 'Account Information', and 'Online Statements'. The main content area is titled 'View Transaction History' and contains a search form for accounts. The form has a dropdown menu for 'Account' with the placeholder text 'Search or Select Account...', a 'SHOW' button, and a 'Search Accounts' link. Below the search form is a section titled 'Transaction search' with options for 'Dates' (All, Exact, From, To) and 'Amount' (From, To). The 'Exact' option is selected for dates, and the 'From' and 'To' options are selected for amounts. The 'Amount' section has input fields for 'From \$' and 'To \$' and a 'SHOW' button. At the bottom of the page, there is a footer with the text 'Valid as at 3 August 2011, 14:45:56 Sydney time. © 2011 Commonwealth Bank of Australia, ABN 49 123 123 124'.

4. From the 'Account' field select the account for which you wish to view the transaction history. You can do this by either:
 - a) Select the account from the drop down list. The Account drop down list will display 10 accounts. If the account your seeking is not displayed in the drop down list, you will need to search for the account (see step b).OR
 - b) You can search for an account using our simple predictive search. You can type any part of the account name and/or account number in the 'Account' field and the predictive search will display the top 10 accounts with the same sequence of characters. Identify and select the correct account.

- Choose the date range for which you wish to view the transactions, then click the **Show** button.

Note: The default selection of **All** will retrieve 15 months worth of transaction data, unless the account is newer than 15 months old.

- The list of located transactions is displayed.

View Transaction History

Account: **SHOW** [Search Accounts](#)

Account Name	Account Type	Account Number	Pooling Facility ID	Opening Balance	Available Balance	View Statement
CommBank Mess	Cheque Account			\$3,510.11 CR	\$4,022.11 CR	View

Search more criteria - dates, description and amounts

Transactions Section

More than 30 transactions found, displaying 1-30 transactions 1 [Next >](#)

Date	Description	Debit	Credit	Balance
14/07/2011	CASHED CHEQUE 000295	\$50.00		\$3,510.11 CR
14/07/2011	ANNIS BROWN BBC SOCIAL CLUB		\$12.00	\$3,560.11 CR
14/07/2011	EMMA TUI TE Staff Club		\$12.00	\$3,548.11 CR
14/07/2011	L M DAVEY Staff Club		\$12.00	\$3,536.11 CR

Note: If there are more than 30 transactions listed, you will need to click **Next >** to view subsequent pages.

Exporting Transaction History

- To export to a CSV or PDF file, select the file format from the **'Export format'** drop down list and click the **Export Transactions** button.
- The **Export Advice** page is displayed, including a receipt number for your transaction history report.

Export Advice

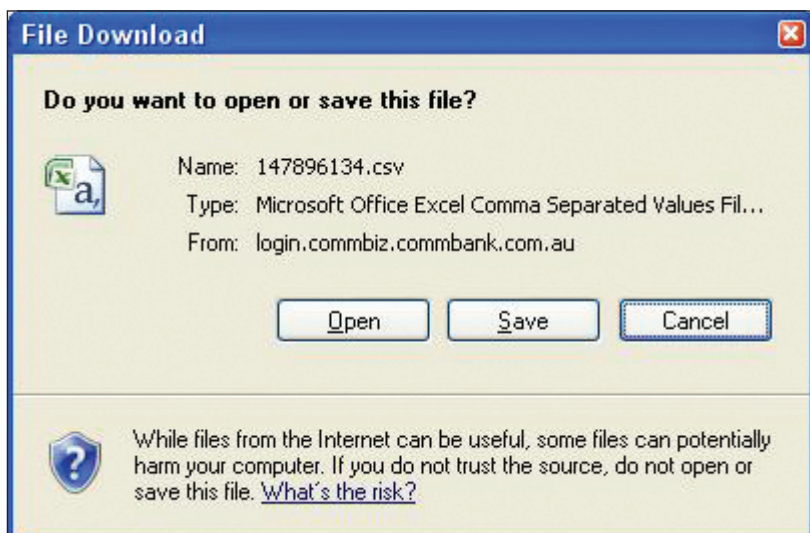
Receipt Number: 147896134

File(s) will be available for export from [Export File Status List](#).
File names will commence with the receipt number.

[Back](#)

Valid as at 1 July 2009, 11:05:05 Sydney time.
© 2009 Commonwealth Bank of Australia. ABN 48 123 123 124

9. Record your receipt number.
10. A File Download prompt will appear, asking whether you wish to open or save the file.



11. You can now view, save and print the report.