Commonwealth Bank

Transaction histories:

- Login to NetBank.

- In the top menu, click View accounts, then Transactions.

- Select the account you would like a transaction history for and then click Go.

- Click Show Transaction Search, then enter in the date range you would like to view and then click Search.

- Do not export the transactions! We do not accept CSV documents for our grants.

- At the top right hand side of the screen press print page.

- When the print window pops up, under "destination" select "Save as PDF". You may have other ways of saving the page as a PDF, this is just one way of doing so.

- If your transaction history is long, then you may need to scroll to the bottom of the page, click next, "print" the next page and repeat until the entire history has been printed.

ANZ Bank

Transaction histories:

- Login to Internet Banking.

- Select the account you would like a transaction history for.

- Click Search Transactions.

- Make sure the correct account is selected, select the date range, then All Transactions and then click on Search.

- Do not export the transactions! We do not accept CSV documents for our grants.

- At the top right hand side of the screen press print page.

- When the print window pops up, under "destination" select "Save as PDF". You may have other ways of saving the page as a PDF, this is just one way of doing so.

- If your transaction history is long, then you may need to scroll to the bottom of the page, click next, "print" the next page and repeat until the entire history has been printed.

St George Bank

Transaction histories:

- Login to Internet Banking.

- Select the account you would like a transaction history for.

- Scroll to the bottom of the page and use the Refine Your Transaction History Search box to select the date range you require.

- Do not export the transactions! We do not accept CSV documents for our grants.

- At the top right hand side of the screen press print page.

- When the print window pops up, under "destination" select "Save as PDF". You may have other ways of saving the page as a PDF, this is just one way of doing so.

- If your transaction history is long, then you may need to scroll to the bottom of the page, click next, "print" the next page and repeat until the entire history has been printed.

Westpac Bank

Transaction histories:

- Sign in to Westpac Online Banking.

- Click on the account you would like a transaction history for.

- In the top menu, click Transaction List.

- Select and search for the required date range.

- Do not export the transactions! We do not accept CSV documents for our grants.

- At the top right hand side of the screen press print page.

- When the print window pops up, under "destination" select "Save as PDF". You may have other ways of saving the page as a PDF, this is just one way of doing so.

- If your transaction history is long, then you may need to scroll to the bottom of the page, click next, "print" the next page and repeat until the entire history has been printed.

NAB

Transaction histories:

- Sign in to NAB Online Banking.

- Click on the account you would like a transaction history for.

- On the top right hand side click on Show Filter.

- Select and search for the required date range then click Display.

- Do not export the transactions! We do not accept CSV documents for our grants.

- At the top right hand side of the screen press print page.

- When the print window pops up, under "destination" select "Save as PDF". You may have other ways of saving the page as a PDF, this is just one way of doing so.

- If your transaction history is long, then you may need to scroll to the bottom of the page, click next, "print" the next page and repeat until the entire history has been printed.

ING Bank

Transaction histories/interim statements:

- Click 'Statements'

- Select 'View statements'

- Choose the relevant account

- Select "interim statement" option from the drop down

- Set the date range (within the current statement period)

- Click Find

- At the top right hand side of the screen press print page.

- When the print window pops up, under "destination" select "Save as PDF". You may have other ways of saving the page as a PDF, this is just one way of doing so.

- If your transaction history is long, then you may need to scroll to the bottom of the page, click next, "print" the next page and repeat until the entire history has been printed.