

# Money Management™

## Transactions

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### Transactions Summary

The Transactions feature gives you an overview of your recent spending across all accounts and the ability to search or filter for something specific. You can adjust the view for more or less history <click>, include or exclude transactions from specific accounts <click>, or reorder the transactions listed – for instance, by payee <click>.

You can also search for transactions - just select the magnifying glass to enter any detail about the transaction or set of transactions you're looking for. Search by date, payee, category, account or amount as well as custom information you may have added, such as tags or memos.

Let's take a look at the details for one transaction by selecting that transaction. <click on Levis Outlet>. You can change any of the information on the left, including adding tags or a memo. Let's look at the category <click>. The category list shows me how this is currently categorized. Now let's say I spend a lot of money on shoes and I want to start tracking that in this Shopping bucket. I click Add New Subcategory and add Shoes.

Furthermore, let's say this purchase was for both clothing and shoes. I can split this transaction by selecting the 3 dots at upper right and selecting what amount was for each category. Note I can also flag this if I want to come back to it later, or exclude it from reports.

Let's go back to the Transactions list. You'll notice in the Amount column that some transactions are black and others are green. Black transactions are debits, typically money spent, and should be categorized as an expense. Green transactions are credits, usually money earned, and should be categorized as income. An example of transactions that are not expenses and income is if you transfer money from Checking to Savings.

You'll see two identical amounts for that day, one black and one green. Since this was just a transfer, it doesn't show up in your spending report. Your transactions will be automatically categorized for you, but if you have a question, open the Help menu, select Transactions, and review the FAQs. Still need help? Submit a support request.

With all of your transactions in one view, it'll be much easier to stay on top of your accounts, ensuring that no unauthorized transactions slip through. To find out what all those transactions add up to, check out the Spending, Budget, or Trends Summaries!

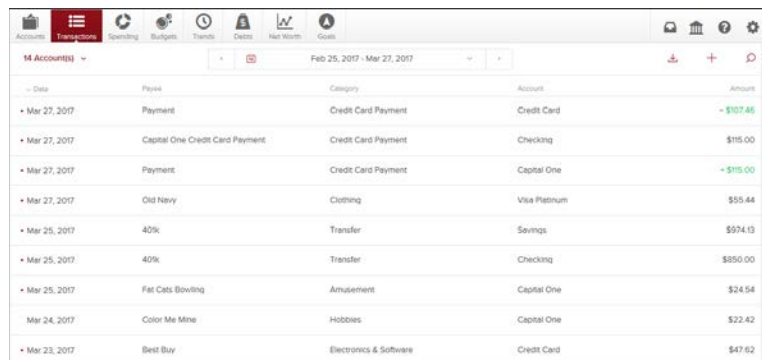
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## Transactions

### Transactions FAQs

#### Overview

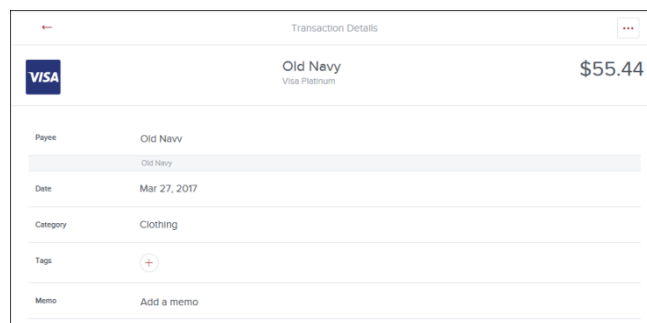
- Select specific accounts in the top navigation bar. Click the date to see a calendar, or click the date dropdown to choose a specific range.
- In the top navigation bar you can also add a transaction (for manual accounts only), export your transactions to CSV to view in Excel, and filter transactions. Note that you can search by date, payee, category, account, amount, tags and memo.
- The NEW tag shows you transactions that haven't been clicked on yet.
- Green represents income.
- Click a transaction to view details or to edit it.



Date	Payee	Category	Account	Amount
Mar 27, 2017	Payment	Credit Card Payment	Credit Card	- \$107.46
Mar 27, 2017	Capital One Credit Card Payment	Credit Card Payment	Checking	\$115.00
Mar 27, 2017	Payment	Credit Card Payment	Capital One	- \$115.00
Mar 27, 2017	Old Navy	Clothing	Visa Platinum	\$55.44
Mar 25, 2017	401k	Transfer	Savings	\$974.13
Mar 25, 2017	401k	Transfer	Checking	\$850.00
Mar 25, 2017	Fat Cats Bowling	Amusement	Capital One	\$24.54
Mar 24, 2017	Color Me Mine	Hobbies	Capital One	\$22.42
Mar 23, 2017	Best Buy	Electronics & Software	Credit Card	\$47.62

#### Edit a Transaction

- You can change the payee, date and category. Over time, the software will learn your categorization preferences.
- Click Tags to create searchable labels such as vacation, taxes, holidays, etc.
- Click Memo to add details about this particular transaction.
- Mark a transaction as Business (B), Personal (P), or flag it to review later.
- Split Transaction splits a transaction in two or more. Use this if a single transaction contains at least two separate categories.
- To edit a split, open this screen again and click the trash can (not shown on the left). Then create a new split.
- Exclude Transaction will hide the transaction from all calculations including budgets, spending, net worth, etc. Once excluded, a button will appear allowing you to Re-Include the transaction.
- Tip: Use the arrow keys to quickly switch between transactions.



Transaction Details

**VISA** Old Navy \$55.44  
Visa Platinum

Payee: Old Navy

Date: Mar 27, 2017

Category: Clothing

Tags: +

Memo: Add a memo

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### Seeing duplicate transactions?

Here are a few reasons you might be seeing duplicate transactions:

1. Your accounts have been added twice. If you see two of the same account, click one of them and then select Delete in the lower right corner.
2. You're seeing both the debit and the credit side of a single transfer. Transactions categorized as transfers don't show up in the spending wheel or in your budgets because they don't represent an increase or decrease in assets.
3. Your institution is duplicating certain transactions when it passes the data to us. Submit a support ticket to request us to resolve this issue.

### Not seeing all your transactions?

There could be a few different reasons for this, including:

1. A transaction might be so recent that it's still pending and hasn't shown up yet.
2. You've logged in for the first time. Only 90 days of transactions are pulled on the first log in.
3. It has been more than 30 days since you last logged in. In most cases each new log in only pulls 30 to 45 days worth of transactions. To be sure all your transactions are included, we recommend logging in at least once every 30 days.

If these three reasons don't match what you're experiencing, submit a support ticket.

### Pending transactions

- Pending Transactions appear in italics and a lighter color at the top of the transactions list. These are transactions that appear in your account but have not yet posted or been confirmed.
- Some of the data of a pending transaction may change once it's posted, such as the date, description, and even the amount.
- Pending Transactions can be permanently deleted by clicking Delete This Transaction.