Money Manager User Manual: Transactions

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Transactions Help

Subscriptions

The subscriptions feature is an easy way to see where your money goes every month with the help of a bar that features all your recurring transactions. You'll see this slider bar above the list of transactions that shows your monthly recurring subscriptions. These transactions — Netflix, a gym membership, fruit-of-the-month club, whatever — will automatically be classified as subscriptions and appear in the slider. If a subscription charge is predicted to occur within the next two weeks, it will appear individually in the slider bar. If it is due more than two weeks out, it will be grouped with all the subscriptions in a box on the right side of the slider bar. A static box on the left side of the slider bar shows uncategorized transactions.

To view your upcoming subscriptions:

- Tap the left or right arrow on either side of the slider.

To view the details of a subscription:

1. Select a subscription. You will see information such as how often you are charged, which of your accounts the subscription is connected to, and the yearly cost.
2. Tap **More Details** at the bottom to see the last payment date and category of the subscription.

Categorize Transactions

When your transactions are pulled into Money Manager, they will be automatically categorized. We encourage you to go through your transactions history and check that each transaction is categorized correctly. If you re-categorize a transaction, Money Manager will attempt to remember your preference the next time you post a similar transaction. Customizing your transactions will make Money Manager more accurate in the future.

To change a category:

1. Tap the category you wish to edit and select the correct transaction category from the list. Your change will be reflected across all reports in Money Manager.

Uncategorized Transactions

If Money Manager is not reasonably certain of which category a transaction belongs to, it may be left uncategorized. When you open your transactions list, you will be prompted to assign a category to these transactions.

- Tap **No Thanks** to ignore the prompt. It will appear again the next time you log in, if you still have uncategorized transactions.
- Tap **Categorize** to view and categorize the transactions.

Transaction rules

Recategorizing dozens of transactions can be a bit time consuming. Fortunately, you can create transaction rules to make this much easier. These rules will automatically place all similar transactions — both past and future — into the category of your choice.

To create a transaction rule:

1. Manually categorize a transaction. – When you categorize something, you'll see a message asking if you'd like to put all similar transactions into the same category.
2. Tap **Yes. Apply to all.** to create the new transaction rule.

You can also edit or delete transaction rules.

To edit a transaction rule:

1. Tap the **Settings** tab
2. Tap the **Transaction Rules** tab. You will see a list of the rules you have created, named according to the payee.
3. Select a transaction rule.
4. Edit the payee or choose a new category
5. Tap **Save**, or tap **Cancel** if you change your mind.

To delete a transaction rule:

1. Tap the **Settings** tab.
2. Tap the **Transaction Rules** tab. You will see a list of the rules you have created, named according to the payee.
3. Select a transaction rule.
4. Tap the **trashcan** icon.
5. Tap **Delete**, or tap **Cancel** if you change your mind.

Edit Transactions

You are not limited to editing the category of a transaction. Select a transaction to open the **Transaction Details** window, where you can:

- Customize the payee description
- Edit the date
- Add tags for custom searching
- Add a memo to remind yourself of details about the purchase
- Flag transactions with the flag icon to call it out in the transactions list
- Split a transaction between multiple categories
- Exclude a transaction from your spending reports.

Split transactions

Some transactions encompass multiple categories in a single purchase. This is particularly common at big box stores like Costco or Walmart where you might buy groceries, home supplies, and a DVD all in one purchase. You can split a transaction between as many categories as needed to accurately account for your spending.

To split a transaction:

1. Tap the transaction to open the **Transaction Details** window.
2. Tap the ••• icon to view additional options.
3. Tap **Split**.
4. Enter the amount, category, tags, and flags for each line of the split.
5. Tap **Save** to confirm your changes.

To delete a split:

1. Select any line of the split transaction to open the **Transaction Details** window.
2. Tap the **trashcan** icon to reunite all splits into a single transaction.
3. Tap **Delete** to confirm.

Pending transactions

If an incoming transaction is marked as pending, it will be shown at the top of the transactions list in italics. Pending transactions are editable, but changes will not be saved when the transaction moves from pending to posted.

Delete and exclude transactions

Only pending and manual transactions can be deleted. Occasionally, a transaction may appear twice — once as pending and once as posted. Users can delete the pending transaction if it does not automatically reconcile with the posted transaction.

To delete a pending or manual transaction:

1. Tap the transaction to open the detail view.
2. Tap the ••• icon to view additional options.
3. Tap **Delete**.
4. Tap **Delete** to confirm.

Other transactions can be excluded if you don't want to include them in your financial reports. The transaction will still be visible in the Transactions tab and other reports in Money Manager, but it will be marked as **Excluded** and the amount will not be factored into any calculations. It can be re-included later if you change your mind.

To exclude a transaction:

1. Tap the transaction to open the **Transaction Details** window.
2. Tap the •••icon to view additional options.
3. Tap **Exclude**.
4. Tap **Exclude** to confirm.

Search, sort and filter transactions

By default, transactions from all accounts over the previous 30 days are listed chronologically, with the most recent transactions at the top. The Transactions tab can be customized in the following ways:

- Filter by account.
- Adjust the date range.
- Sort by column heading: Date, Payee, Category, Account, or Amount.

You can sort your transactions by date, payee, category, account, or amount by selecting the column heading. You can also search by any of these fields by selecting the magnifying glass and entering your search term in the search bar that appears.

- Date: The date of the transaction. This will match the date posted in online banking, but may not match the actual date of purchase.
- Payee: A cleansed description of the transaction that usually calls out the merchant in a transaction. You can rename the transaction as needed, but note that it may affect the description on future transactions with the same merchant.
- Category: The budget and spending category for the transaction.
- Account: The account a transaction belongs to.
- Amount: The total amount of a transaction. Green indicates income or credit.

Export transactions to CSV file

Money Manager allows you export transactions as a CSV file, which can be used with several different applications — including most accounting software. The exported file includes all transaction details.

To export transactions to a CSV file:

1. Filter your transactions to the set you wish you export.
2. Tap the **export** icon.
3. Specify where you wish to save the file, name it, and save.

Customize the date range

You have multiple options for adjusting the date range:

- Use the back and forward arrows to navigate through time
- Use the dropdown arrow to select from a list of preset date range options.
- Use the dropdown arrow to open the calendar view to select a custom date range.

Income report

To view your income:

- Tap **Income** on the top of the screen.

As with spending, you can select an income category to view your income by subcategory, and drill down to the transaction level if desired.