

# Hide Spending Transactions

This user guide will demonstrate how to hide a spending transaction that comes from one of your connections. Typically, users hide spending transactions when they don't want the transaction to be included in their monthly Budget. For example, if a business spending transaction comes through but the user only wants personal spending to be tracked, or if there is a duplicate spending transaction, they may choose to hide it.

**Note:**

- Hidden transactions are NOT included in the Overview or Budget tabs.
- Hidden transactions are NOT deleted.
- If the transaction is split, you can hide a portion of it.

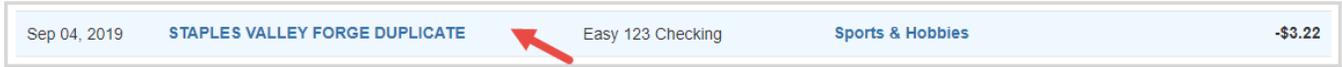
1. From the Home page, click **Spending** on the top navigation bar or from the **Spending card**.

2. From the Spending tab, click **Transactions**.

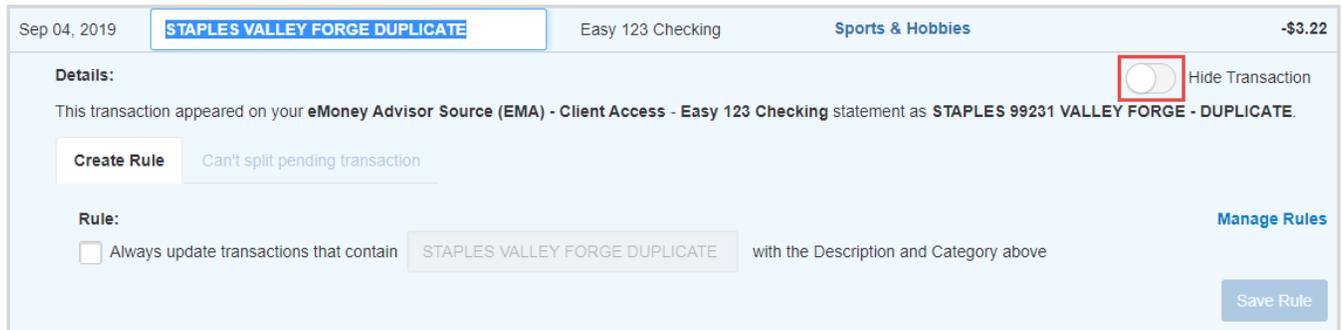
Date	Description	Account	Category	Amount
Sep 08, 2019	CASH WITHDRAWAL	Easy 123 Checking	Cash/ATM	-\$250.00
Sep 07, 2019	STRIDE RITE	Credit Card	Clothing	-\$44.19
Sep 06, 2019	IRS	Easy 123 Checking	Federal Tax	-\$356.00
Sep 04, 2019	STAPLES VALLEY FORGE	Credit Card	Business	-\$56.55
Sep 04, 2019	STAPLES VALLEY FORGE	Easy 123 Checking	Business	-\$3.22
Sep 04, 2019	STAPLES VALLEY FORGE DUPLICATE	Easy 123 Checking	Sports & Hobbies	-\$3.22

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- Locate the transaction line item and click the **transaction description** or the **row** itself. This will expand the transaction details.



- Within the transaction details, toggle the switch beside **Hide transaction**.



- To view all previously hidden transactions, toggle the switch beside **View Hidden Transactions**. Hidden transaction will populate with a blue banner titled Hidden above the dollar amount on the right-hand side.

