

# Setting Up Income & Expense Categories

## For Spending Chart

In order to create categories for the Spending Chart you must access the transaction history for the account you want to track. In the example below, we will access All Transactions and then enter a date range.

First select the checking account.

Then select All Transactions from the Transactions tab:

The screenshot displays the CNB Bank & Trust online banking interface. The browser address bar shows the URL: <https://web3.secureinternetbank.com/pbl/pbl1961/PBL1961.ASHX>. The page header includes the CNB logo and navigation links: Options, Contact Us, Help, Log Off.

The main navigation area shows "My Accounts" and "Documents". Below this, there are tabs for "Balances", "Transactions", "Bill Pay", and "Stop Payments". The "Transactions" tab is active, showing a dropdown menu with options: "Previous Statement", "Current Statement", "Recent Transactions", "Current Business Day", "Transactions Menu", "Export Transactions", and "All Transactions". The "All Transactions" option is selected, showing a balance of 347.53 as of June 04, 2014.

A "Transaction Search" box is visible, with fields for "Search:" and "Date:" and a "Display" button.

The "Transaction Activity" section shows a table of recent transactions:

Date	Check Number	Description	Debit	Credit	Balance
06/03/2014		08252013		45.00	47.53

Transactions Displayed: 25

The "Transfers" section shows a message: "[0034] No transactions are currently scheduled for this account." and a link to "Create New Scheduled Transfer".

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The browser taskbar at the bottom shows the system tray with the date and time: 1:07 PM 6/4/2014.

Enter the date range you want to track:

Transaction Activity

Account: XXX  
Date: Custom  
Date Range: 03/03/2014 To 06/04/2014  
Search For: All Activity  
Transactions Per Page: 25 Per Page

[Go to Advanced Search](#)  
[Export Transactions](#)

Pending Activity  
No Transactions Available

Transactions

Export	Date	Transaction Number	Description	Category	Debit	Credit
<input type="checkbox"/>	06/03/2014	0622201	XXXXXXXXXX .99	(None)		\$45.00
<input type="checkbox"/>	05/23/2014	<a href="#">Check</a>		Expense: Groceries	\$5.00	
<input type="checkbox"/>	05/12/2014	<a href="#">905059</a>	Check #905059	Expense: Automobile	\$35.00	
<input type="checkbox"/>	05/08/2014	<a href="#">Check</a>		Expense: Charitable Donation/Cash	\$5.00	

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12:56 PM  
6/4/2014

This gives you a drop down list of options for income and expenses:

The screenshot shows a web browser window displaying a banking portal. The main content area is titled "Transaction Activity" and includes search filters for Account, Date Range (03/03/2014 to 06/04/2014), and Search For (All Activity). Below this is a "Pending Activity" section with "No Transactions Available". The "Transactions" section contains a table with columns for Export, Date, Transaction Number, Description, Category, Debit, and Credit. A dropdown menu is open over the "Category" column, listing various expense categories such as Automobile, Bank Charge, Cash/Miscellaneous, Charitable Donation, etc. The table shows several transactions, including a credit of \$42.00 and debits of \$5.00, \$35.00, and \$5.00.

Export	Date	Transaction Number	Description	Category	Debit	Credit
<input type="checkbox"/>	06/03/2014	0625201	[Redacted]	(None)		\$42.00
<input type="checkbox"/>	05/29/2014		Check	Expense Automobile	\$5.00	
<input type="checkbox"/>	05/12/2014	905059	Check #905059	Expense Bank Charge	\$35.00	
<input type="checkbox"/>	05/08/2014		Check	Expense Cash/Miscellaneous	\$5.00	

Once you select the appropriate category, click the save icon (floppy disc) and the category will be saved:

The screenshot shows a web browser window displaying a banking portal. The address bar shows a secure connection to a bank's website. The page title is "Transaction Activity". Below the title, there are search filters for Account (XXXX), Date (Custom), Date Range (03/03/2014 to 05/04/2014), Search For (All Activity), and Transactions Per Page (25 Per Page). There are buttons for "View Transactions", "Report", and "Reset". Below this is a "Pending Activity" section with the message "No Transactions Available". The main section is "Transactions", which contains a table with columns for Export, Date, Transaction Number, Description, Category, Debit, and Credit. The "Export" column has a "Select All" link and checkboxes. The "Category" column has a dropdown menu with "Income: Gift Received" selected. The "Debit" and "Credit" columns show monetary values. An "Export Selected" button is located below the table. The Windows taskbar at the bottom shows the system clock as 1:09 PM on 6/4/2014.

Export	Date	Transaction Number	Description	Category	Debit	Credit
<input type="checkbox"/>	06/03/2014		0628201 [REDACTED] 99	Income: Gift Received		\$45.00
<input type="checkbox"/>	05/23/2014		Check	Expense: Groceries	\$5.00	
<input type="checkbox"/>	05/12/2014	895059	Check #905019	Expense: Automobile	\$35.00	
<input type="checkbox"/>	05/08/2014		Check	Expense: Charitable Donation(Cash)	\$5.00	

If you go back to the landing page or select List of Accounts, you can enter the same date range and see a pie chart of expenses:

The screenshot displays the online banking interface for CNB Bank & Trust, N.A. The page includes a navigation bar with "My Accounts" and "Documents" tabs. A "Spending Report" section is highlighted, showing a pie chart and a table of expenses for the account "VALUE CHECKING" from 03/03/2014 to 06/03/2014.

**List of Accounts**

Account	Description	Available	Current
VALUE CHECKING	VALUE CHECKING	2.53	2.53

**Transactions** (June 03, 2014)

Account: VALUE CHECKING \$2.53

Description	Amount	Balance
[0036] There is no transaction history available for the specified time period		

**Transaction Search**

Search Criteria

Account: VALUE CHECKING \$2.53

Search: Date

From: [Date]

Thru: [Date]

**Spending Report**

Account: VALUE CHECKING \$2.53

From: 03/03/2014 To: 06/03/2014

**Chart My Spending**

Category	Amount	Percent
Household	\$120.00	38.3%
Miscellaneous	\$116.00	37.1%
Uncategorized	\$35.00	11.2%
Automobile	\$17.00	5.4%
Cash/Miscellaneous	\$15.00	4.8%
Charitable	\$5.00	1.6%
Donation/Cash	\$5.00	1.6%
Groceries	\$5.00	1.6%
Dining Out	\$5.00	1.6%
<b>Totals</b>	<b>\$313.00</b>	<b>100%</b>

Currently, the Spending Report is the only report available. Fiserv may expand the available charts with future upgrades, so if you have an interest in this information, it would be more beneficial to enter income categories now.