

In this user guide, we will show how to hide any duplicate transactions which may pull through connections.

With this feature, you will be able to:

- Hide transactions.
- Show all previously hidden transactions by filtering the transaction list.
- Access this feature via your Mobile site.

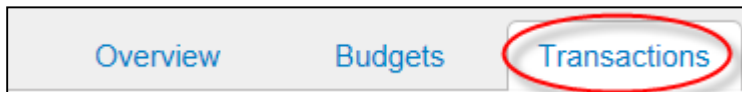
Notes:

- When a transaction is hidden, the transaction is NOT deleted.
- A user can hide individual parts of a split transaction
- If a user splits a transaction that is hidden, the split section will remain unhidden

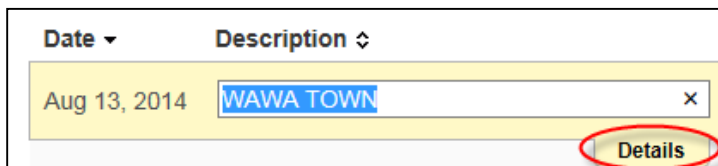
1. To mark a transaction as hidden:
 - a. Click the **Spending** tab.



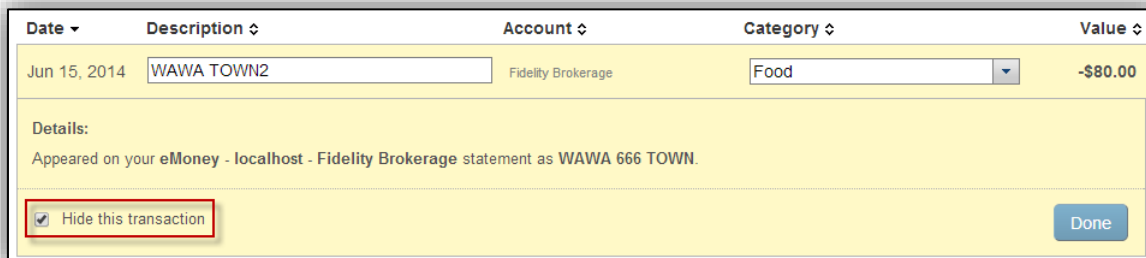
- b. Click the Transactions tab.






- c. Choose a transaction, and click on the **Details** link.



- d. Check the **Hide this transaction** box. Click **Done**.



2. To show all previously hidden transactions by filtering the transaction list:
 - a. When a transaction is marked as hidden, the transaction will appear with the following icon next to the description section 

Date ▾	Description ⇅	Account ⇅	Category ⇅	Value ⇅
Jun 15, 2014	 WAWA TOWN2	Fidelity Brokerage	Food	-\$80.00
Jun 14, 2014	 CASH WITHDRAWAL 1	Fidelity Brokerage	Cash/ATM	-\$250.00
Jun 14, 2014	CASH WITHDRAWAL 2w	Easy 123 Checking	Fees & Charges	-\$250.00
Jun 13, 2014	STRIDE RITE	Platinum Credit Card	Unclassified	-\$44.19
Jun 12, 2014	sdfasdf 3	Fidelity Brokerage	Unclassified	-\$356.00

- b. To include hidden transactions in the Transactions list, click the **include hidden transactions** link located under the Total Amount.

Overview Budgets **Transactions** Settings

Date Range: **Last 30 Days** ▾ Accounts: **All Accounts** ▾ Categories: **All Categories** ▾ [Reset All](#)

[Export Results](#) Transactions Found: **29** Total Amount: **-\$5,392.82**
[include hidden transactions](#)

Date ▾ Description ⇅ Account ⇅ Category ⇅ Value ⇅

- c. To exclude the hidden transactions (that were previously included), click the **exclude hidden transactions** link located under the Total Amount.

Overview Budgets **Transactions** Settings

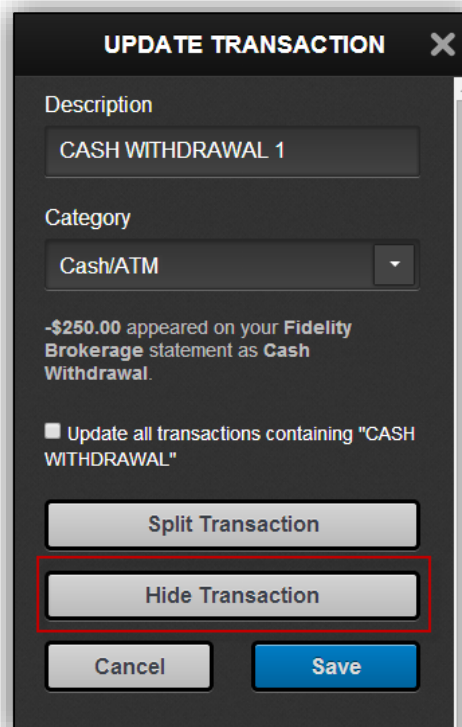
Date Range: **Last 30 Days** ▾ Accounts: **All Accounts** ▾ Categories: **All Categories** ▾ [Reset All](#)

[Export Results](#) Transactions Found: **31** Total Amount: **-\$5,722.82**
[exclude hidden transactions](#)

Notes:

- Hidden transactions will not be included in the Budgets or Overview sub-tabs.
- The Total Amount will reflect the total amount of the transactions on the page.
 - If hidden transactions are excluded, the amount will be different than if those hidden transactions are included.

3. To mark a transaction as a duplicate through our mobile site.
 - a. To mark a transaction as a duplicate, navigate to **Transactions** from the Home Page.
 - b. Tap on the transaction to be marked as a duplicate – this will take you to the **Update Transaction** page.
 - c. Click the button titled **Hide Transaction**.



UPDATE TRANSACTION ✕

Description
CASH WITHDRAWAL 1

Category
Cash/ATM

-\$250.00 appeared on your Fidelity Brokerage statement as Cash Withdrawal.

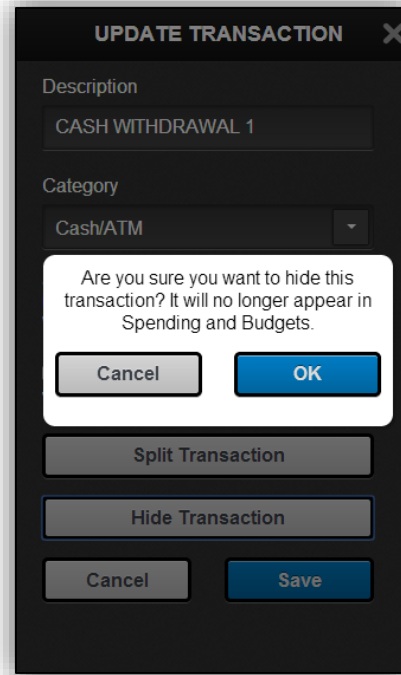
Update all transactions containing "CASH WITHDRAWAL"

Split Transaction

Hide Transaction

Cancel Save

- d. After tapping the button to hide a transaction, a confirmation message will appear with the following text: Are you sure you want to hide this transaction? Click OK to hide. It will no longer appear in **Spending** and **Budgets**.



- e. On the main **Transactions** page, duplicate transactions will be marked with a: 