Hide Spending Transactions

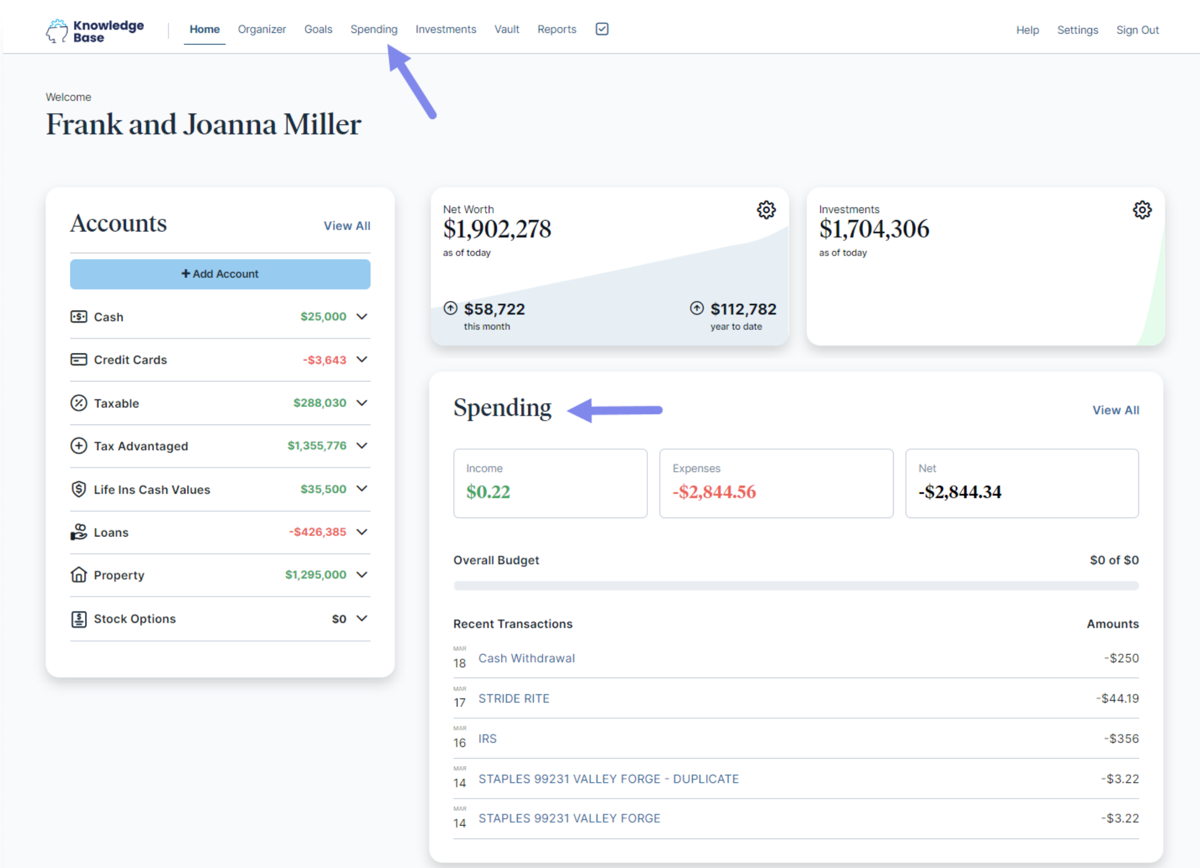
This User Guide demonstrates how to hide a spending transaction that comes from one of your connections.

Typically, users hide spending transactions when they don't want the transaction 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.

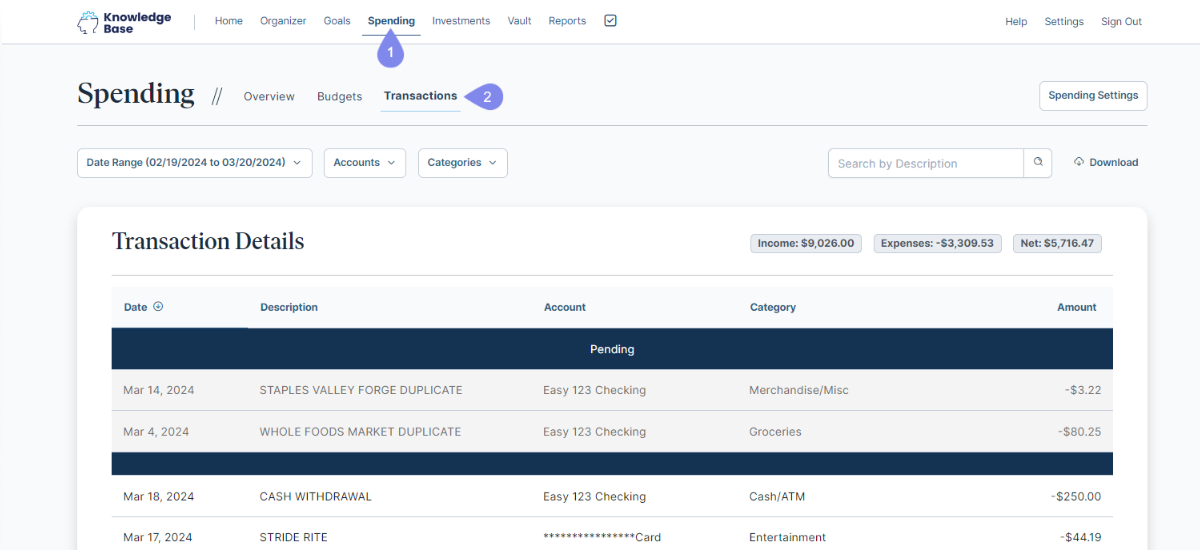
Note

- 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

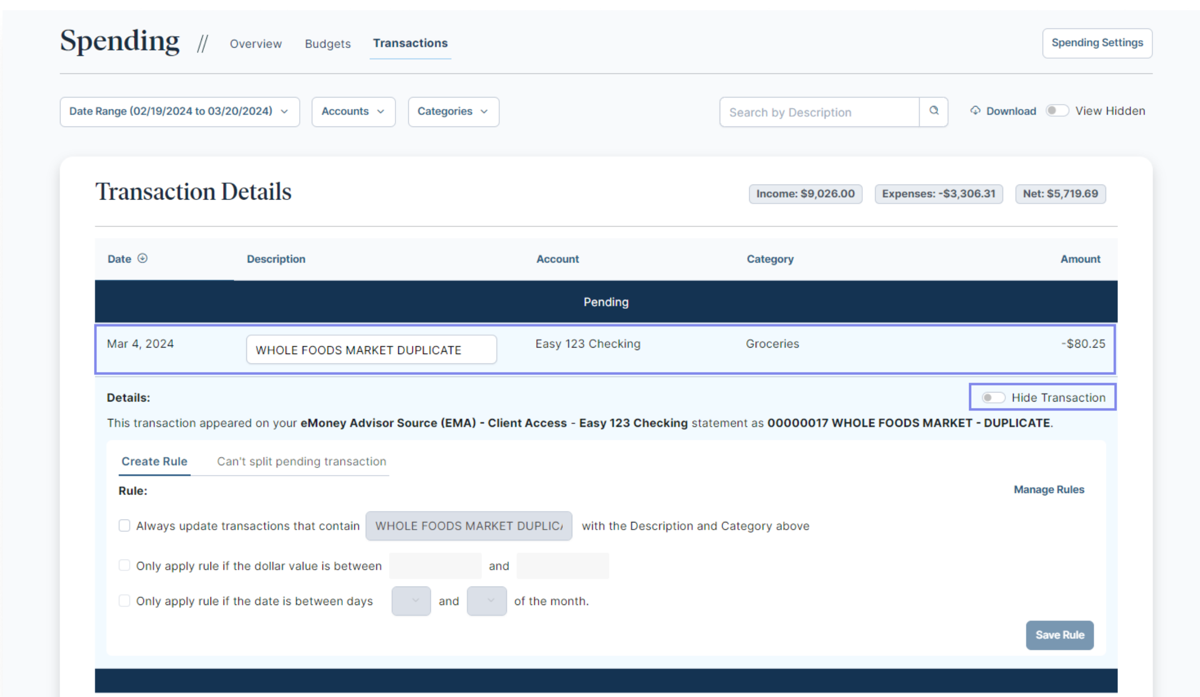
1. From the Home page, click **Spending** on the top navigation bar or from the **Spending card**.



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



3. 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**.



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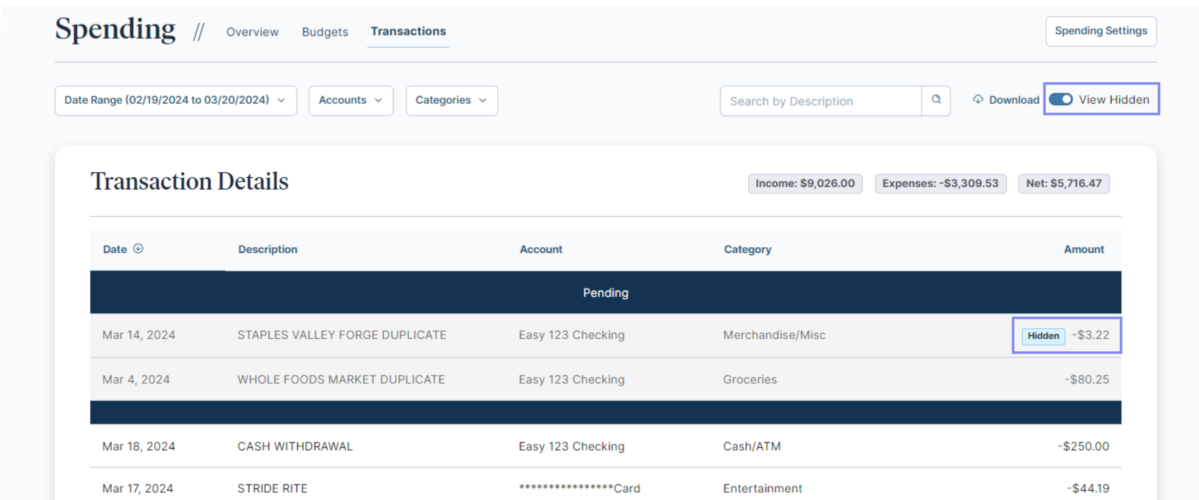
4. To view all previously hidden transactions, toggle the switch beside **View Hidden**. Note that this toggle will not appear on the screen if you do not have any transactions currently hidden.

   Hidden transactions will populate with a blue banner titled Hidden next to the dollar amount on the right-hand side.



5. To unhide a transaction, click into the transaction that is currently hidden and toggle the switch next to **Hide Transaction.**