

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 online banking interface for CNB Bank & Trust, N.A. The browser address bar shows the URL: https://web3.secureinternetbank.com/pbl_pbl1961/P61901/ASHX. The page features a navigation menu with "Options", "Contact Us", "Help", and "Log Off". Below the header, there are tabs for "My Accounts" and "Documents".

The "My Accounts" section includes a "Balances" tab and a "Transactions" tab. 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, displaying a table of transactions.

The "Transaction Search" box is visible, with a "Date" dropdown and a "Display" button.

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

Date *	Check Number	Description	Debit	Credit	Balance
06/03/2014		*****2306		45.00	47.53

Transactions Displayed: 25

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

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

Enter the date range you want to track:

Transaction Activity

Account: XXX [redacted]

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](#)

[View Transactions](#) [Report](#) [Reset](#)

Pending Activity

No Transactions Available

Transactions

Expert	Date	Transaction Number	Description	Category	Debit	Credit
Select All						
<input type="checkbox"/>	06-03-2014	0623201	[redacted] -99	(None)		\$45.00
<input type="checkbox"/>	05-23-2014	Check		Expense: Groceries	\$5.00	
<input type="checkbox"/>	05-12-2014	905059	Check #905059	Expense: Automobile	\$35.00	
<input type="checkbox"/>	05-08-2014	Check		Expense: Charitable Donation(Cash)	\$5.00	

[Export Selected](#)

© 1999

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 with the URL https://web4.secureinternetbank.com/pbi_pbi1561/Pbi0961.ashx?. The browser tabs include "Fiserv Inc. [US]" and "CNB Bank & Trust, N.A.". The main content area is titled "Transaction Activity" and contains a search form with the following fields:

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

Buttons for "View Transactions", "Report", and "Reset" are located below the search form. Below this is a "Pending Activity" section with the message "No Transactions Available".

The "Transactions" section contains a table with the following data:

Export	Date	Transaction Number	Description	Category	Debit	Credit
<input type="checkbox"/>	06/03/2014	0625201	[REDACTED] -99	(None)		\$45.00
<input type="checkbox"/>	05/23/2014		Check	Expense Automobile	\$5.00	
<input type="checkbox"/>	05/12/2014	805059	Check #905059	Expense Bank Charge	\$35.00	
<input type="checkbox"/>	05/08/2014		Check	Expense Cash/Miscellaneous	\$5.00	

An "Export Selected" button is located below the table. A dropdown menu is open, showing a list of expense categories including:

- Expense Automobile
- Expense Bank Charge
- Expense Cash/Miscellaneous
- Expense Charitable Donation(Cash)
- Expense Charitable Donation(Non-Cash)
- Expense Clothing
- Expense Computer
- Expense Dining Out
- Expense Education
- Expense Entertainment
- Expense Gift
- Expense Groceries
- Expense Homeowner Fees
- Expense Household Miscellaneous
- Expense Insurance
- Expense Interest
- Expense IRA Contribution
- Expense Medical
- Expense Miscellaneous
- Expense Personal Care
- Expense Recreation
- Expense Rent/Housing
- Expense Subscriptions
- Expense Taxes
- Expense Utilities(Water/Gas/Electric)
- Expense Vacation
- Income: Bonus
- Income: Dividend
- Income: Gift Received

The Windows taskbar at the bottom shows the system time as 12:50 PM on 6/4/2014.

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 interface. The address bar shows a URL from secureinternetbank.com. The page title is "Transaction Activity".

Transaction Activity

Account: XXXX
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		0625201 [REDACTED]-99	Unclear: Gift Received		\$45.00
<input type="checkbox"/>	05/23/2014		Check	Expense: Groceries	\$5.00	
<input type="checkbox"/>	05/12/2014	895059	Check #905055	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 shows the online banking interface for CNB Bank & Trust, N.A. The user is logged in as Fiserv Inc. [US]. The interface includes a navigation bar with 'Options', 'Contact Us', 'Help', and 'Log Off'. Below the navigation bar, there are tabs for 'My Accounts' and 'Documents'. A welcome message states: 'Welcome you have [0] Alerts. Click here to manage your Alerts. Date Last Login June 03, 2014 06:40:00 AM'.

The 'List of Accounts' section shows a table with the following data:

Account	Description	Available	Current
[REDACTED]	VALUE CHECKING	2.53	2.53

The 'Transactions' section for June 03, 2014, shows a message: '[0035] There is no transaction history available for the specified time period.'

The 'Transaction Search' section includes search criteria for Account: VALUE CHECKING ** [REDACTED] \$2.53, Search: Date, From: [REDACTED], and Thru: [REDACTED]. A 'Display' button is present.

The 'Spending Report' section shows a pie chart and a table of expenses for VALUE CHECKING ** [REDACTED] \$2.53 from 03/03/2014 to 06/03/2014. The 'Chart My Spending' button is visible.

Category	Amount	Percent
Household	\$120.00	38.3%
Miscellaneous	\$116.00	37.1%
Uncategorized	\$35.00	11.2%
Automobile	\$17.00	5.4%
Cash/Miscellan	\$15.00	4.8%
Charitable	\$5.00	1.6%
Donations/Cash	\$5.00	1.6%
Groceries	\$5.00	1.6%
Doing Out	\$5.00	1.6%
Totals	\$313.00	100%

The footer of the page includes the text '© 1999-2014 Fiserv Inc. or its affiliates', 'FDIC' logo, and the date '3:15 PM 6/3/2014'.

Currently, the Spending Report is the only report available. But 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.