Peoples Bank & Trust offers customers the option to categorize their transactions in a few easy steps. This allows the customer to have an overview of where their funds are being spent.

When viewing any account, select Categorize.

Click on the Change icon to choose a category for your transaction.

Transactions						
Export	Date	Transaction Number	Description	Category	Debit	Credit
Select All						
	01/20/2017		test	Uncategorized	\$0.50	
				Export Selected		

You can change the description of the transaction as well as the category. Be sure to click Save once you have made the changes you want.

Transactio	ns							-
Export	Date	Transaction Number	Description		Category		Debit	Credit
Select All								
	01/20/2017		test		Entertainment		\$0.50	
				Export Selected		Save		

Click Report in order to view your categories in a pie chart. This tool can help you better track your expenses and deposits. Categorize Transactions

Transaction Activity			🝃 🕂 🗉
Account:	Test Account		
Date:	Custom		
Date Range:	01/10/2017 × 🔤 To 02/09/2017 🔤		
Export Transactions			
	View Transactions	Report Reset	
Expense Report			
Category	Amount	Percent	
Entertainment	\$0.50	100.0%	
Income Report			
No Results Found			