

HUNTINGTON HUB USER GUIDE

Spend Analysis BUSINESS



With **Spend Analysis**, you can track transactions so you can have a clear and accurate picture of all your expenses. Even better? This tool does all the work. No inputting receipts. No crunching numbers. No additional apps or spreadsheets required.

Spend Analysis 7 of 11 accounts ?

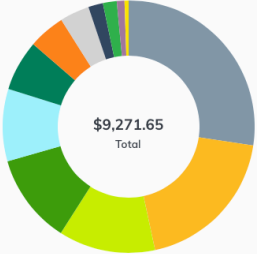
Select Account
 All accounts

Select Date Range
 Current Month

Select Chart Type

Current Month Spending: **\$9,271.65** [View data as table](#)

Displaying all categories — Click on a category for more detail.



Category	Amount
Payroll	\$2,538.95
Services	\$1,784.36
Loan & Leases	\$1,151.29
Financial Activity	\$1,068.93
Inventory Purchases	\$858.03
Bills & Utilities	\$602.97
Office & Facilities	\$435.89
#Uncategorized	\$352.07
Transportation & Vehicles	\$174.85
Expense Purchases	\$164.48
Meals & Entertainment	\$91.23
Travel	\$48.60

[View Analysis](#)

Date	Description	Category	Account	Amount
3/23	Water Company	Loan & Leases	CCC Credit Card	-\$80.00 pending
3/23	Jenny payroll 1/2 transfer	Services: Accounting	CCC Credit Card	-\$400.00 pending
3/23	Google Services	Office & Facilities: Electronics	Checking Account	-\$155.00 pending
3/23	Raw Materials operation	Inventory Purchases: Raw Material	CCC Credit Card	-\$32.65
3/23	Raw Materials operation	Inventory Purchases: Raw Material	Checking Account	-\$72.48
3/23	Gas operation	Bills & Utilities: Gas	MMA Saving Account	-\$78.25

Overview

See a snapshot of month-to-date spending, including amount by category. Switch from pie chart to bar graph to table view, and back again. Use the dropdowns to choose which accounts or months to view. Roll over visual charts to see amounts and percentages by category.

Detail View

Click on a section of the visual chart or a category from the list to see subcategories and amounts. View transactions by category with dates, descriptions, accounts, amounts and sort options.

More Information

Visit [huntington.com/BusinessHub](https://www.huntington.com/BusinessHub) to check out additional features and tools.

Or stop into a branch for in-person help from your business banker.

See reverse to learn how to spend less time understanding your money more.

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Spend Analysis

BUSINESS



View Options

Keep the current view or select a different time frame.

Select Analysis Type: Spending | Select Account: All accounts | Select Date Range: Current month | Select Graph Type: [Pie Chart] [Bar Graph] [Table]

SELECT ACCOUNT

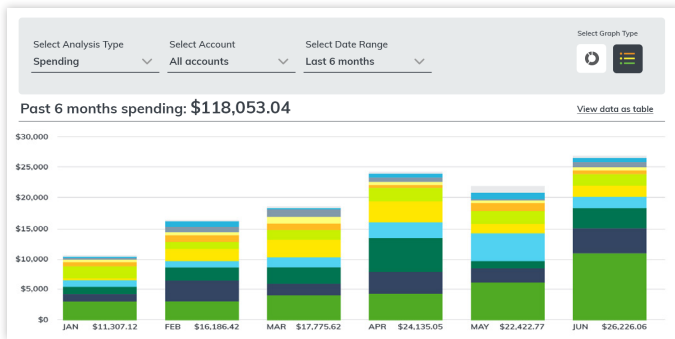
View one, multiple or all accounts to display.

SELECT DATE RANGE

Look back 1, 3, 6, 12 or 24 months.

GRAPH TYPE

Change from pie chart to bar graph to table.



Transaction List

See line-item details of your spending with up to 25 transactions per page.

Date	Description	Category	Account	Amount
3/23	Water Company	Loan & Leases	CCC Credit Card	-\$80.00 pending
3/23	Jenny payroll 1/2 transfer	Services: Accounting	CCC Credit Card	-\$400.00 pending
3/23	Uncategorized TX	Uncategorized	Checking Account ...	-\$52.11 ...pending
3/23	Cable & Internet operation	Bills & Utilities: Cable & Internet	CCC Credit Card ... 3...	-\$49.14
3/23	Electricity	Bills & Utilities: Electric	Checking Account ...	-\$78.55

SORT BY:

Arrange by date, description, category, account or amount.

TRANSACTION TYPES:

List includes the following types of transactions:

- Checks
- Debits
- Deposits
- Electronic funds transfer (EFT)
- Fees
- Wire transfers

Re-categorize a Transaction

For your convenience, each transaction is automatically assigned to a category. Want to reassign a transaction? Follow these easy steps.

- 1 Click on a transaction from line-item list. A Transaction Detail window will pop up. *Note: Pending transactions can not be reassigned.*

Transaction Detail

Amount: -\$72.48
 Date: 3/23
 Description: Raw Materials operation
 Category: Inventory Purchases: Raw Materials
 Account: Checking Account
 Splits: None
 Tags: Add

Select Category

- Income
- Bills & Utilities
- Inventory Purchases
 - Manufacturing
 - Packing & Packaging
 - Raw Materials
 - #Other Inventory Purchases
- Add a category

- 2 Under Category, click Edit.
- 3 Pick a different category.
- 4 Answer Yes, Create Rule to always categorize this way, or No, Apply Once for one-time only.

Optional: In Transaction Detail, check the checkbox to hide transaction from financial tools.

Create New Category

To be more specific on how you track expenses, you can create new categories. For example, you can choose to track coffee shop spending separate from the broad restaurant category.

Get an even closer look at your spending by adding up to 10 custom subcategories within a broader category family.

- 1 In Transaction Detail, under category, click Edit.
- 2 Click Add a category.
- 3 Enter name, then Save.

Splitting Between Categories

Get a more accurate picture of your actual spending by splitting a single transaction into two or more spending categories.

- 1 In Transaction Detail, under category, click Edit.
- 2 Choose Edit next to category, select category.
- 3 Enter Split Amount for each category.
- 4 Need to split into more categories? Click Add a Split.
- 5 Click Save.

Optional: In Split Transaction, check the checkbox to hide one or more amounts from financial tools.