

Hi Taylor,

One possible reason SALY does not function within the uncategorized category might be that the transactions in that category have new details without any prior categorization history. SALY relies on past transaction data to predict the correct category for new transactions. Without any prior history, SALY may not have enough information to accurately categorize the transactions.

SALY checks and compare the following transaction details to categorize transactions:

- Ledger
- Account
- Details
- Transaction type

Suggested Solution: Manually categorize a single transaction to establish its first categorization record before using the SEND SALY button.

Suggested Solution Procedure:

1. Make sure that you are within the 'Uncategorized Deposit/Expenses'.

| | | | | | |
|------------------------------|------------------|------------|---------|---|---------|
| Repairs and Maintenance | 0.00 | 05/10/2024 | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$49.31 |
| Supplies | 8,068.77 | | | | |
| Taxes | 0.00 | | | | |
| Telephone | 726.83 | 04/29/2024 | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$63.14 |
| Travel | 4,912.97 | | | | |
| Uncategorized Expense | 14,056.63 | | | | |
| Unclassified | 6,182.92 | 04/17/2024 | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$61.85 |
| Utilities | 1,057.27 | | | | |
| Website/Software | 7,250.00 | | | | |
| Other Expenses | | | | | |

2. Choose one transaction to categorize and please take note of its transaction 'Details'. Then, update its ledger and/or account type to the correct journal account. This will serve as the initial categorization record for that particular type of transaction.

YearMonthALL

Journal Entry (J)Add Transaction (A)Delete (D)Move (M)Send to S.A.L.Y.

| Account Name | Balance At 12/31/2024 |
|------------------------------|-----------------------|
| Postage | 0.00 |
| Professional Fees | 180.00 |
| Rent | 0.00 |
| Repairs and Maintenance | 0.00 |
| Supplies | 8,068.77 |
| Taxes | 0.00 |
| Telephone | 726.83 |
| Travel | 4,912.97 |
| Uncategorized Expense | 14,056.63 |
| Unclassified | 6,182.92 |
| Utilities | 1,057.27 |
| Website/Software | 7,250.00 |
| Other Expenses | |

| Date | R | T | Details | Account | Debit | Credit |
|-----------------------------------|---|---|---------|---|---------|--------|
| 06/08/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$45.69 | |
| Suggested Business Category: Fuel | | | | | | |
| 05/10/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$49.31 | |
| Suggested Business Category: Fuel | | | | | | |
| 04/29/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$63.14 | |
| Suggested Business Category: Fuel | | | | | | |
| 04/17/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$61.85 | |
| Suggested Business Category: Fuel | | | | | | |

Date:06/08/2024Transaction Type: Payment

LedgerExpensesCash Accounts

AccountUncategorized ExpenseAuto Expenses

DetailsDebitCredit

| | | |
|---------------|----------|----------|
| Maverik | \$ 45.69 | \$ 0.00 |
| Maverik | \$ 0.00 | \$ 45.69 |
| Totals: 45.69 | | 45.69 |

Original Description:121 PROVIO UT 006851

Suggested Category:

Add Tag

CancelDeleteSave

3. To verify that the manual categorization was successful, go to the journal account where you categorized the transaction and look for its transaction 'Details'.

| Year | Month | All |
|-----------------------|-------|-----------------------|
| Account Name | | Balance At 12/31/2024 |
| Revenue | | |
| Income | | -47,766.37 |
| Uncategorized Deposit | | -1,278.93 |
| Expenses | | |
| Auto Expenses | | 231.76 |
| Bank Fees | | 24.00 |
| Charitable Donations | | 146.80 |

| Journal Entry (J) | Add Transaction (A) | Delete (D) | Move (M) | Send to S.A.L.Y | | |
|-------------------|---------------------|------------|-------------|---|---------|--------|
| Date | R | T | Details | Account | Debit | Credit |
| 06/08/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$45.69 | |
| 05/21/2024 | | | Holiday Oil | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$49.64 | |
| 05/13/2024 | | | Holiday Oil | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$1.71 | |
| 04/28/2024 | | | Holiday Oil | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$58.78 | |

4. After manually categorizing a transaction, go back to the 'Uncategorized Deposit/Expenses' journal where you made the manual categorization. Click the 'SEND TO SALY' button. It is expected that all transactions with details matching the first one you've manually categorized should now be moved to the correct journal account. If this does not happen, please contact support.

| Year | Month | All | Journal Entry (J) | Add Transaction (A) | Delete (D) | Move (M) | Send to S.A.L.Y | | | |
|-------------------------|-------|-----|--|---------------------|------------|----------|-----------------|-------|--------|--|
| Account Name | | | Date | R | T | Details | Account | Debit | Credit | |
| Balance At 12/31/2024 | | | Suggested Business Category: Personal Expenses | | | | | | | |
| Postage | | | 0.00 | | | | | | | |
| Professional Fees | | | 180.00 | | | | | | | |
| Rent | | | 0.00 | | | | | | | |
| Repairs and Maintenance | | | 0.00 | | | | | | | |
| Supplies | | | 8,068.77 | | | | | | | |
| Taxes | | | 0.00 | | | | | | | |
| Telephone | | | 726.83 | | | | | | | |
| Travel | | | 1,043.03 | | | | | | | |
| Uncategorized Expense | | | 14,010.94 | | | | | | | |
| Unclassified | | | 6,182.92 | | | | | | | |
| Utilities | | | 1,057.27 | | | | | | | |
| Website/Software | | | 7,250.00 | | | | | | | |
| Other Expenses | | | | | | | | | | |
| Cost of Goods Sold | | | | | | | | | | |
| Cost of Goods Sold | | | 1,438.00 | | | | | | | |
| Salaries and Wages | | | | | | | | | | |
| Employee Benefits | | | 0.00 | | | | | | | |
| Payroll Taxes | | | 0.00 | | | | | | | |
| Payroll Wages | | | 0.00 | | | | | | | |

| Date | R | T | Details | Account | Debit | Credit |
|--|---|---|---------------------|---|---------|--------|
| Suggested Business Category: Personal Expenses | | | | | | |
| 05/10/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$49.31 | |
| Suggested Business Category: Fuel | | | | | | |
| 04/29/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$63.14 | |
| Suggested Business Category: Fuel | | | | | | |
| 04/17/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$61.85 | |
| Suggested Business Category: Fuel | | | | | | |
| 03/14/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$7.61 | |
| Suggested Business Category: Fuel | | | | | | |
| 12/26/2023 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$40.27 | |
| Suggested Business Category: Fuel | | | | | | |
| 12/22/2023 | | | Locals Home Holiday | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$18.22 | |

| Year | Month | All | Journal Entry (J) | Add Transaction (A) | Delete (D) | Move (M) | Send to S.A.L.Y |
|------------------------|-------|-----|-----------------------|---------------------|------------|----------|-----------------|
| Account Name | | | Balance At 12/31/2024 | | | | |
| Revenue | | | | | | | |
| Income | | | -47,766.37 | | | | |
| Uncategorized Deposit | | | -1,278.93 | | | | |
| Expenses | | | | | | | |
| Auto Expenses | | | 413.67 | | | | |
| Bank Fees | | | 24.00 | | | | |
| Charitable Donations | | | 146.80 | | | | |
| Clothing/Uniforms | | | 243.84 | | | | |
| Contract Labor | | | 25.00 | | | | |
| Dues and Subscriptions | | | 310.34 | | | | |
| Insurance: Business | | | 1,230.96 | | | | |
| Licenses and Fees | | | 0.00 | | | | |
| Marketing | | | 474.11 | | | | |

| Date | R | T | Details | Account | Debit | Credit |
|------------|---|---|-------------|---|---------|--------|
| 06/08/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$45.69 | |
| 05/10/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$49.31 | |
| 04/29/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$63.14 | |
| 04/17/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$61.85 | |
| 03/14/2024 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$7.61 | |
| 12/26/2023 | | | Maverik | Cash Accounts: America First Credit Union Premium Checking *4049 4049 | \$40.27 | |
| 05/21/2024 | | | Holiday Oil | Cash Accounts: America First Credit Union Premium Checking | \$49.64 | |