Spending and Budgeting Overview

This user guide will walk you through how to use the Spending and Budgeting tools available in your Personal Financial Website. These tools allow you to build out monthly spending budgets while also tracking spending habits on your connected transactional accounts. To track your spending and budgeting, you must first connect your accounts.

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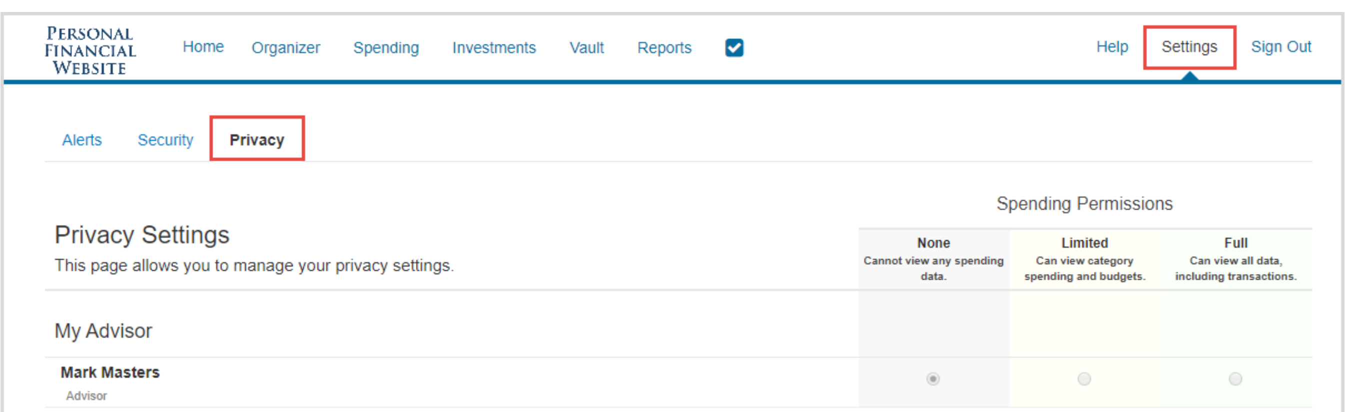
Privacy Settings

1. By default, your Advisor and any additional website users, such as a Spouse, are unable to see your spending information. To change this setting, click Settings, then click the **Privacy** tab. For each person listed you can choose between the Spending Permissions: **None, Limited,** or **Full**.



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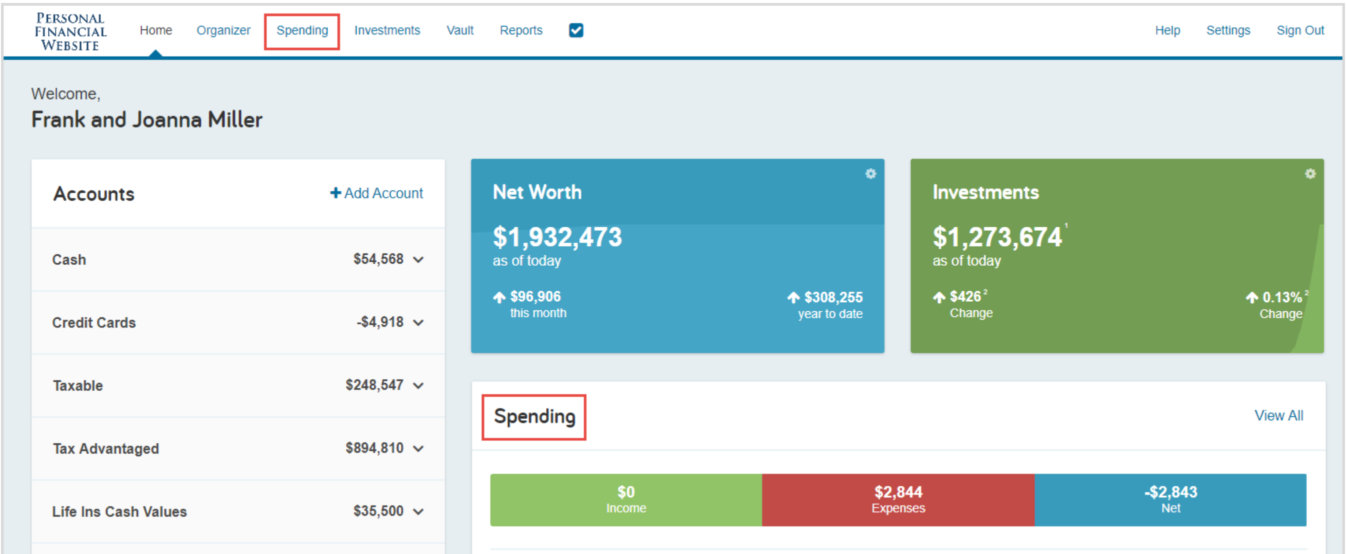
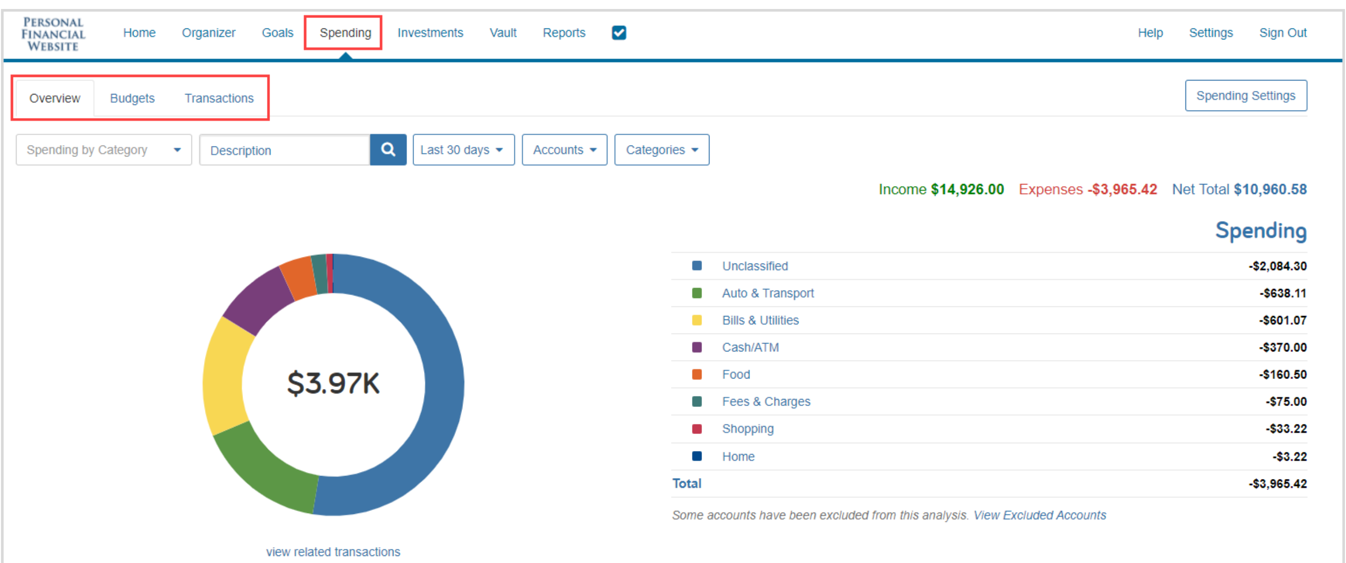
Spending Tab

1. From the Home page, click the **Spending** tab or tile.



2. The Spending tab is comprised of 3 sections: **Overview**, **Budgets**, and **Transactions**.



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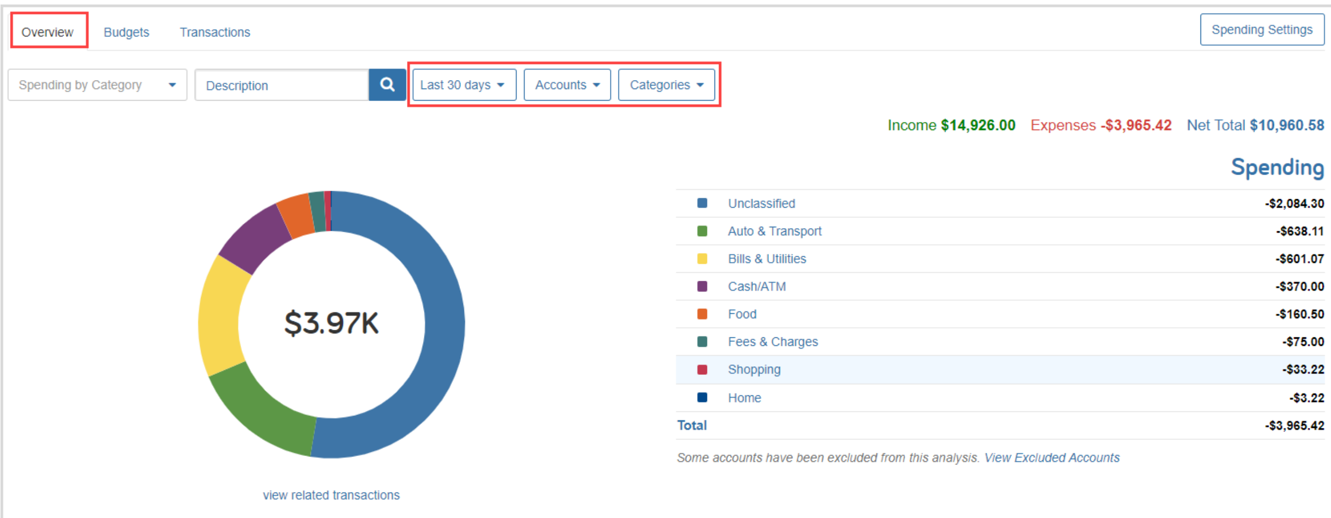
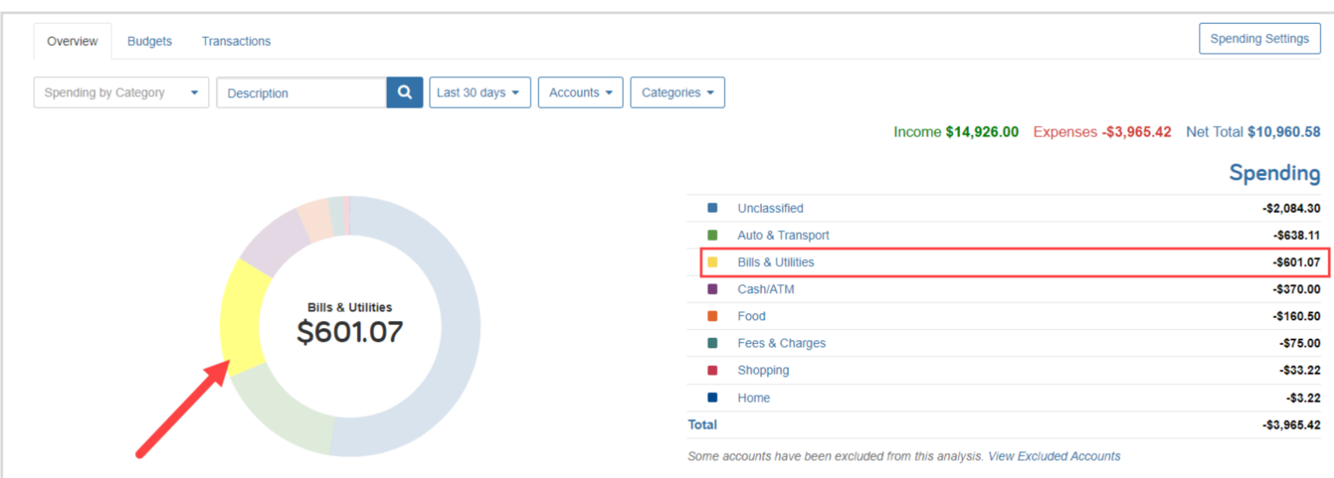
Overview Tab

1. The Overview tab shows spending by category over a specific date range. The default view displays spending amounts during the **Last 30 Days**, **by Category**, and from **All Accounts**.



2. The **pie chart** is a graphical representation of the category list located on the right-hand side. Clicking either a pie chart segment or a Spending category within the list will take you to a more detailed spending breakdown for that category. In this example, the category **Bills & Utilities** is selected.



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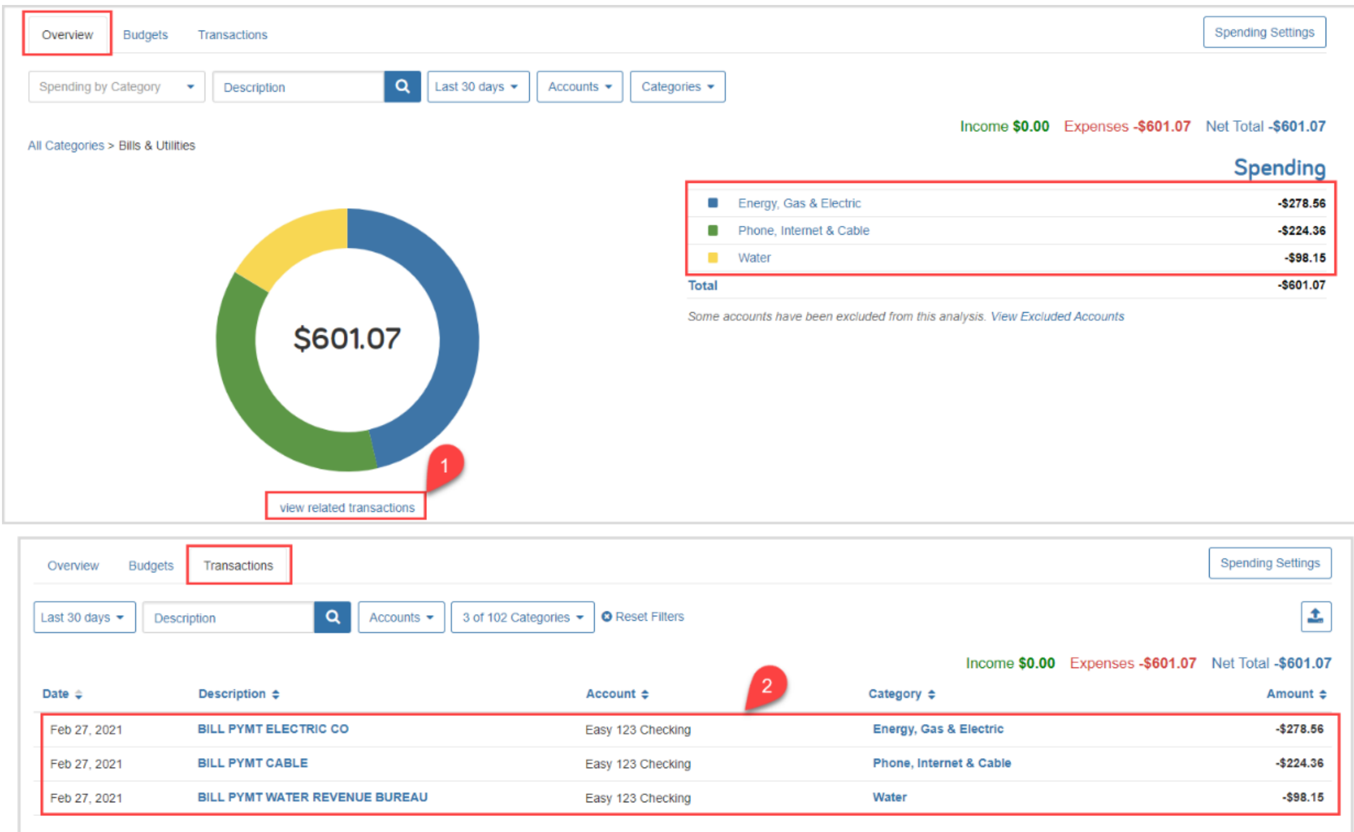
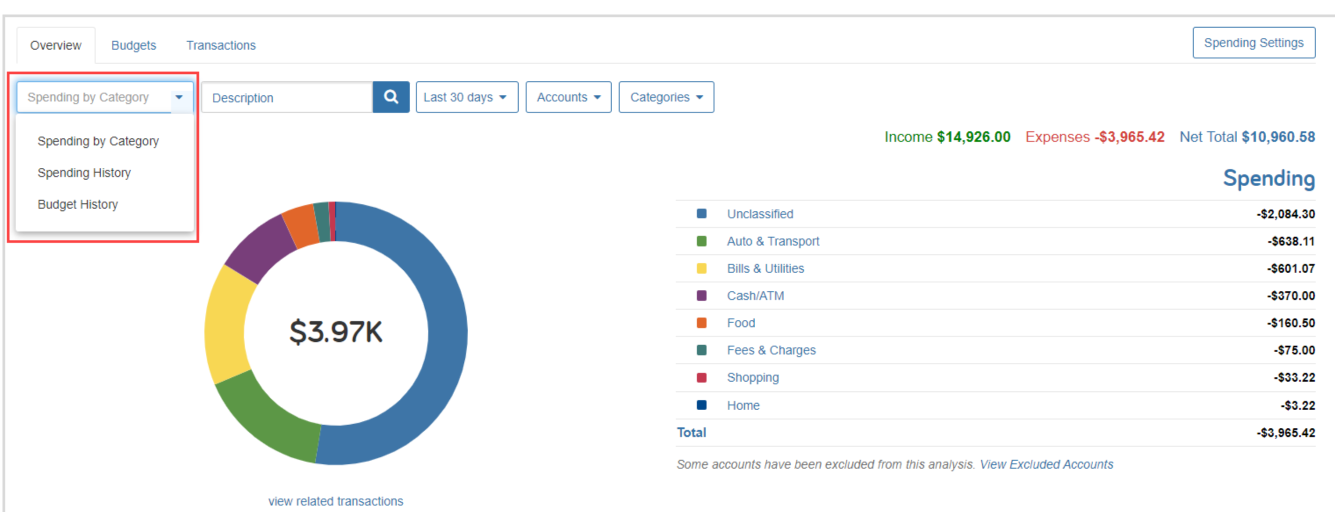
3. After clicking the category, we can see that the three sub-categories of Bills & Utilities – **Energy, Gass & Electric, Phone, Internet & Cable,** and **Water** – make up the total spending amount in the last 30 days. Clicking **view related transactions** under the pie chart will take you to the Transactions tab for a detailed view of the individual transactions making up that amount.



4. Back on the **Overview** tab the **View** filter also includes **Spending History** and **Budget History.**



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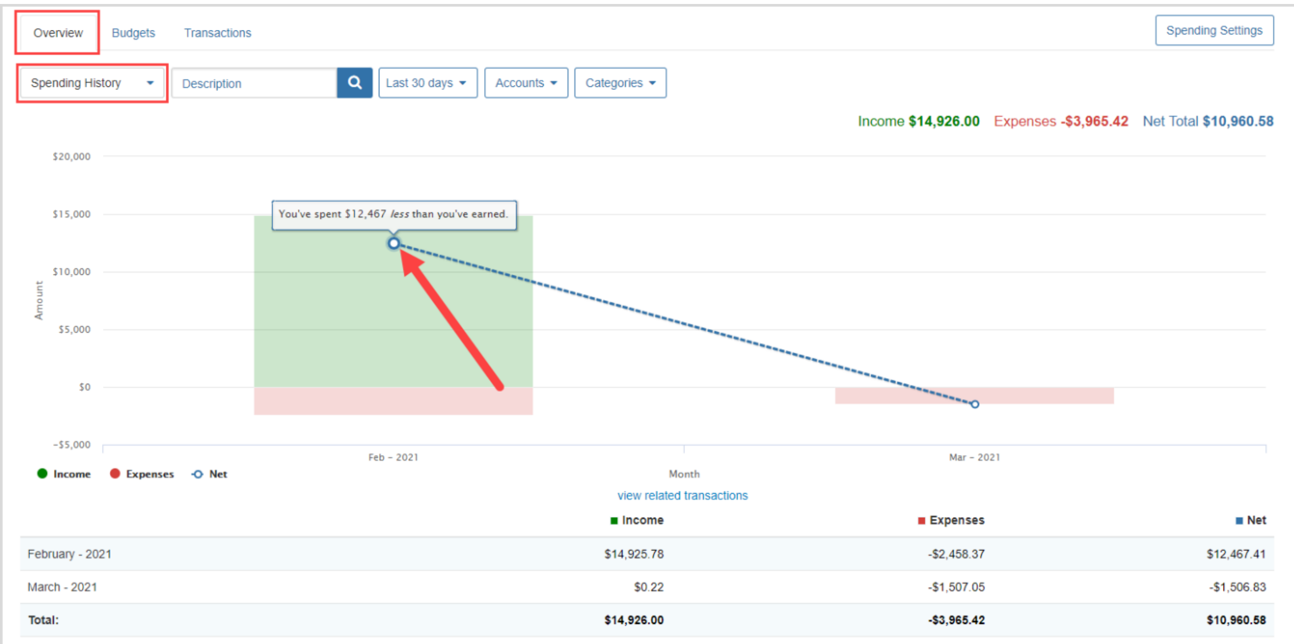
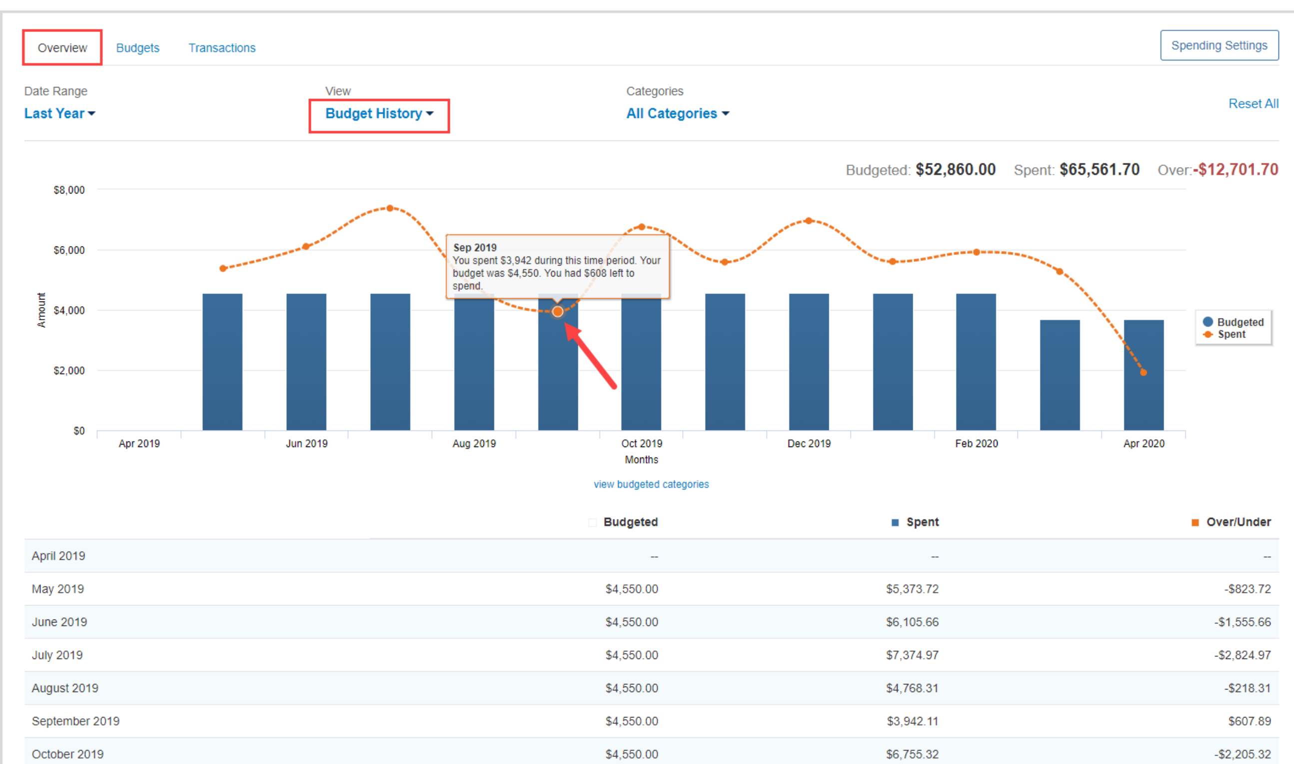
5. **Spending History** displays a bar chart which tracks income, expenses, and the net amount over time. You can hover your cursor over the green (Income) and red (Expenses) bars as well as the points (Net amount) to view specific information for that time frame – each are clickable too.



	Income	Expenses	Net
February - 2021	$14,925.78	-$2,458.37	$12,467.41
March - 2021	$0.22	-$1,507.05	-$1,506.83
Total:	**$14,926.00**	**-$3,965.42**	**$10,960.58**

6. **Budget History** displays what was budgeted and spent over time. The blue bars represent the amount budgeted and the orange points represent the amount spent.



	Budgeted	Spent	Over/Under
April 2019	--	--	--
May 2019	$4,550.00	$5,373.72	-$823.72
June 2019	$4,550.00	$6,105.66	-$1,555.66
July 2019	$4,550.00	$7,374.97	-$2,824.97
August 2019	$4,550.00	$4,768.31	-$218.31
September 2019	$4,550.00	$3,942.11	$607.89
October 2019	$4,550.00	$6,755.32	-$2,205.32

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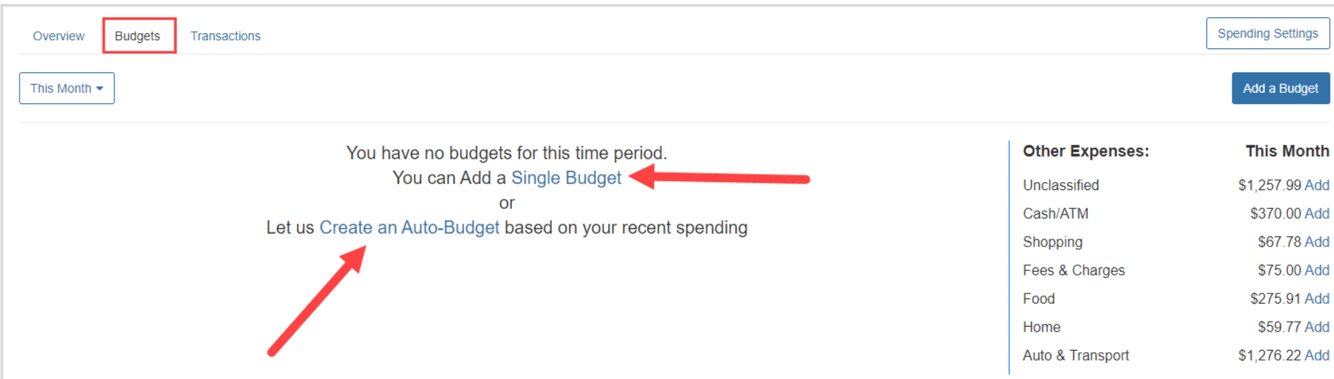
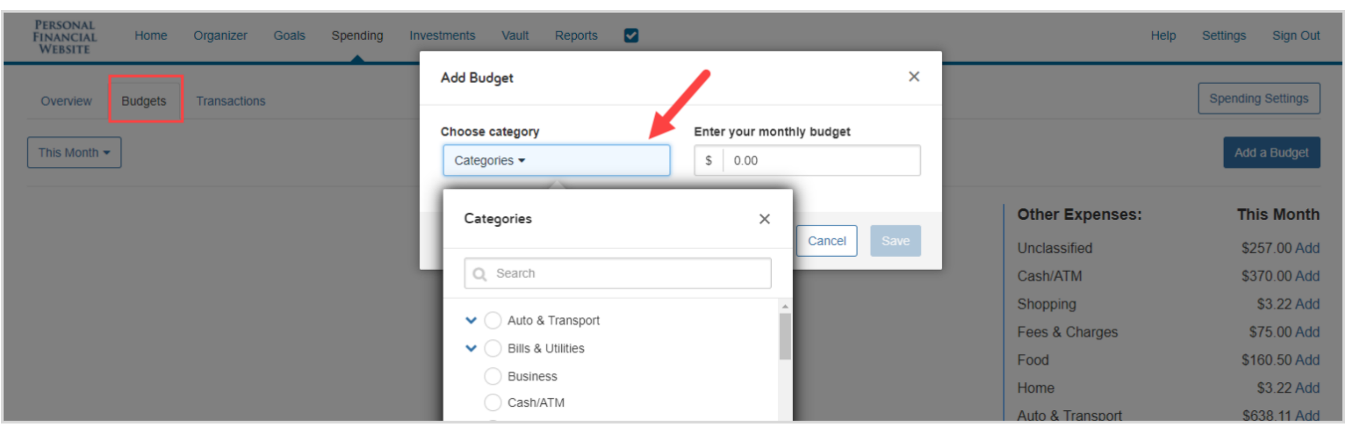
Budgets Tab

1. The Budgets tab allows you to create a budget to help manage your expenses. There are two ways to add a budget –**Single Budget** or **Create an Auto-Budget.**



2. The option to **Add a Budget** allows you to add categories and enter a monthly budget amount one budget item at a time. First, select a category from the **Choose category** drop-down menu or begin typing to filter through the category and sub-category options. Then, key in a dollar amount in the **Enter your monthly budget** field and click **Add.**



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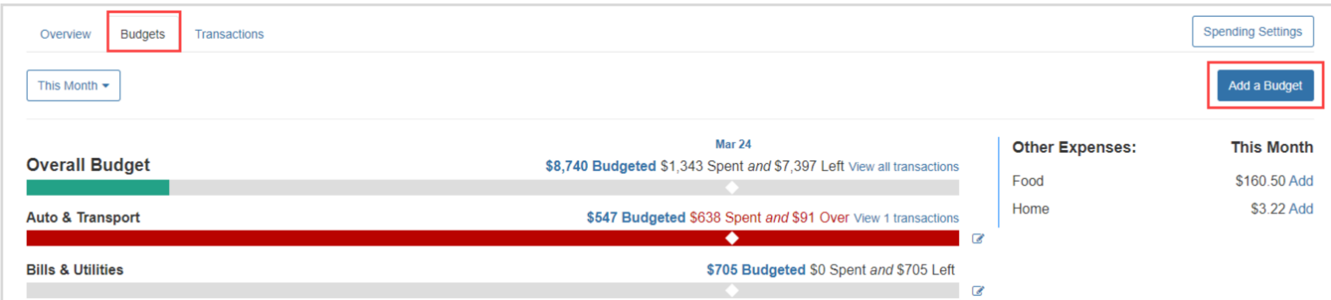
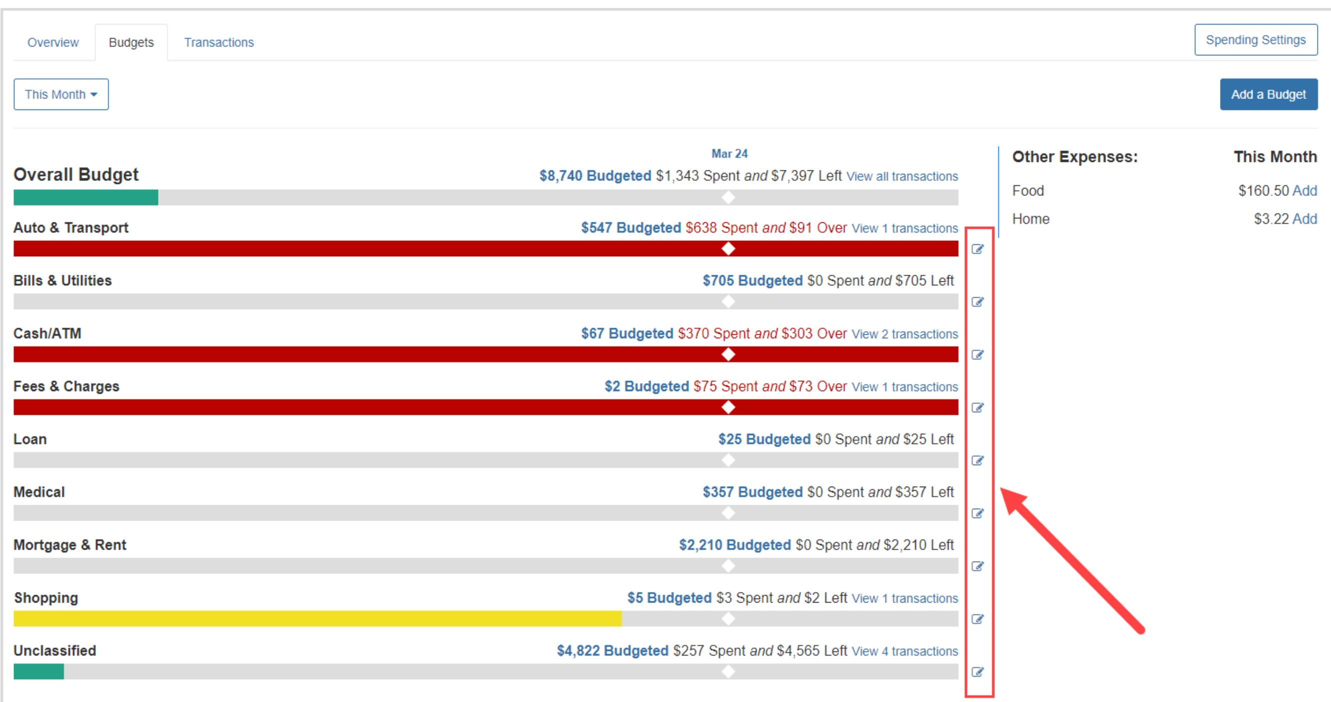
3. Continue building out your desired budget by clicking **Add a Budget,** selecting a **category,** and entering a **monthly budget amount.**



4. The option to **Create an Auto-Budget** will automatically create a budget for you based on your average spending from the past six months. To delete or edit a category, click the red the edit icon to the right.



Please Note: The **Create an Auto-Budget** feature does not currently account for the possibility of having less than six months of transaction data. If you choose to use this feature, it is recommended to review the auto-budget categories and budget amounts for accuracy.

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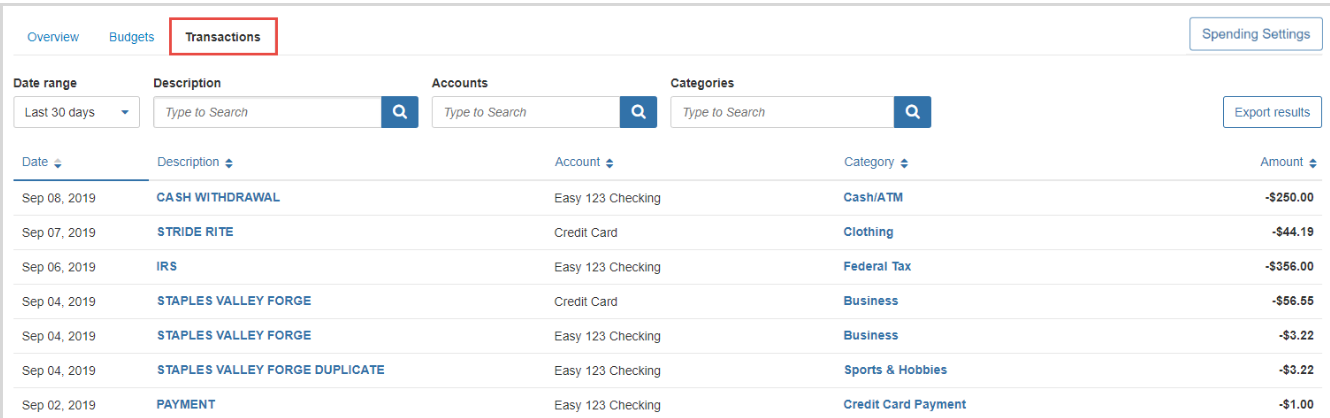
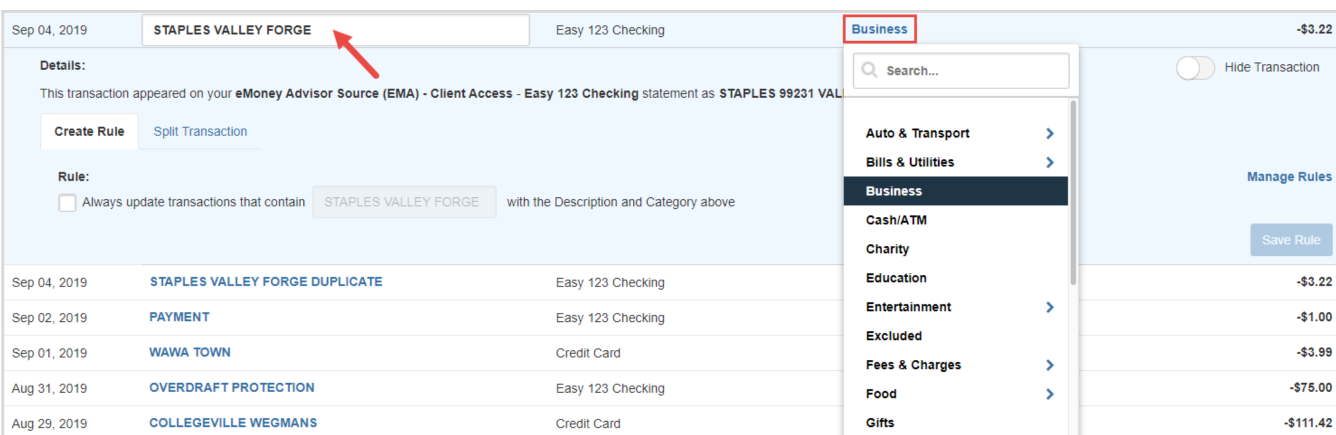
Transactions Tab

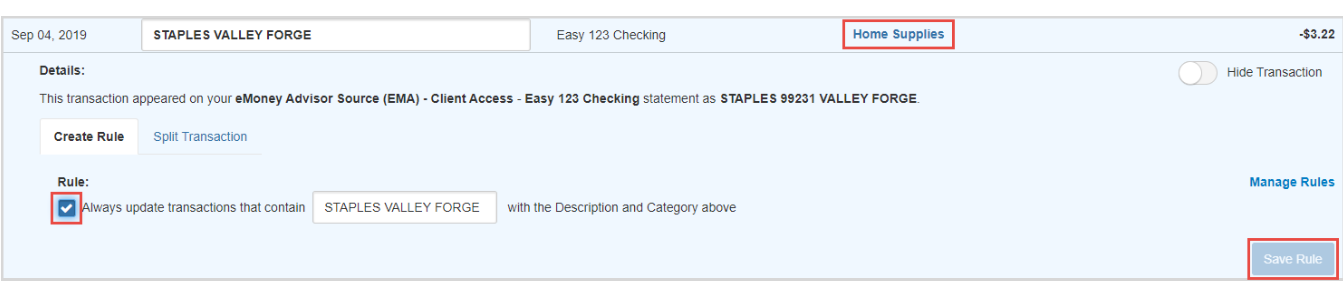
1. The Transactions tab displays all bank transactions from your online accounts.



2. To make changes to the Description or Category provided for the transaction, click the **transaction row** and type a new description and/or select a new category from the drop-down by clicking on the existing **category** in blue.



3. If you want to apply your edits to all similar transactions, you can create a **rule**. First, make the edits to the Description and Category of a transaction, then click the **transaction row** and check the **box** under **Rule**. Click **Save Rule**.



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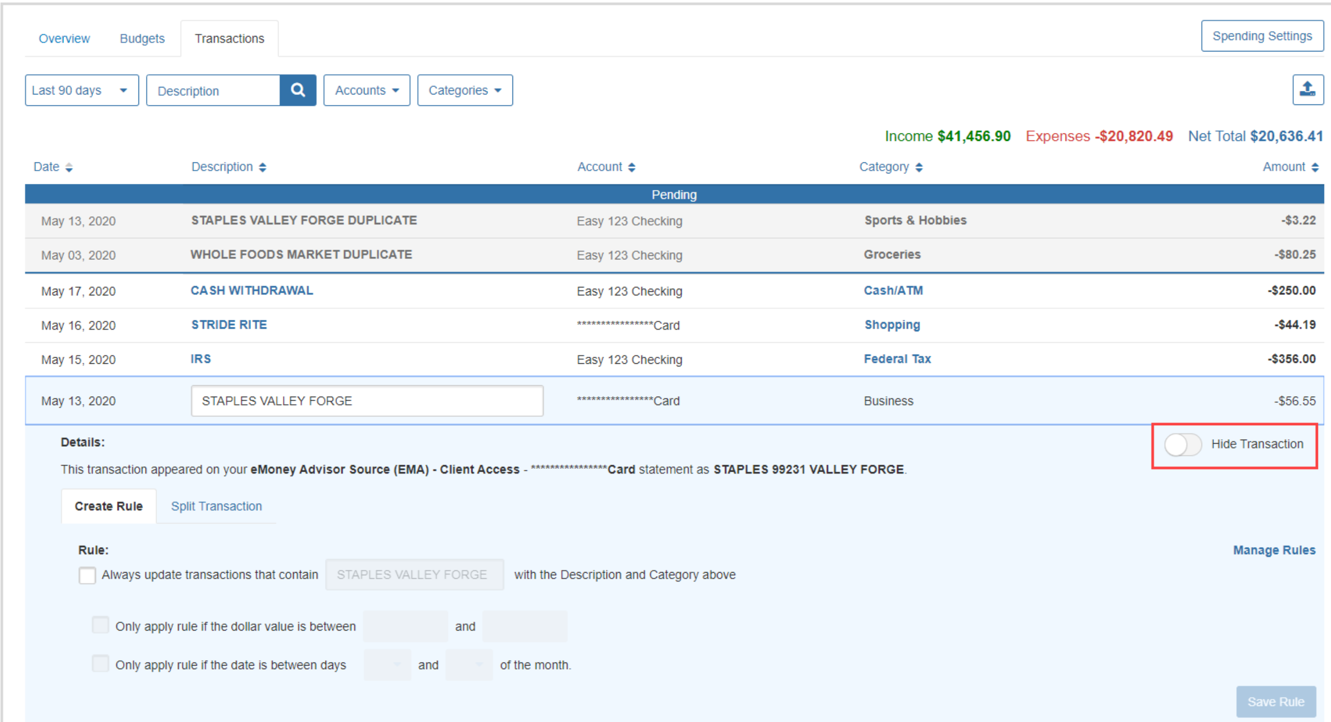
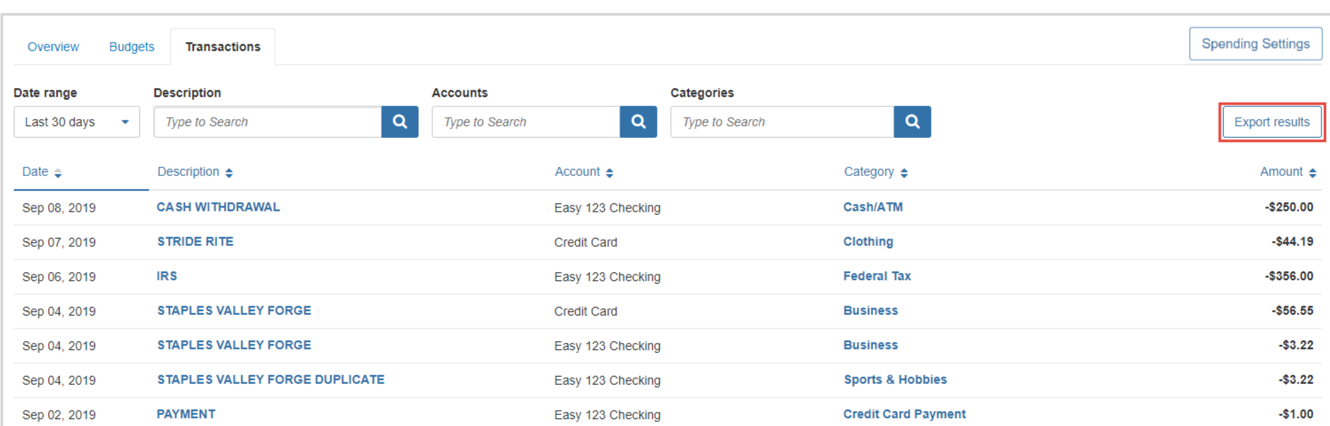
4. To hide a transaction, click the **transaction row**, then click the **Hide Transaction** toggle.



Please Note: When hiding a transaction:

- The transaction will no longer be visible within the Transactions tab unless you click the **View Hidden** toggle at the top of your Transactions page. When viewing hidden transactions, note the amounts of these transactions will not be included in totals.
- The hidden transaction amount will deduct from the **Income, Expenses,** and **Net Total** numbers on the top right of the Transactions tab.
- The hidden transaction is no longer accounted for on the **Overview** tab or the **Budget** tab.

5. To Export transactions, click the **Export Results** button to export the transaction table to a .CSV format.



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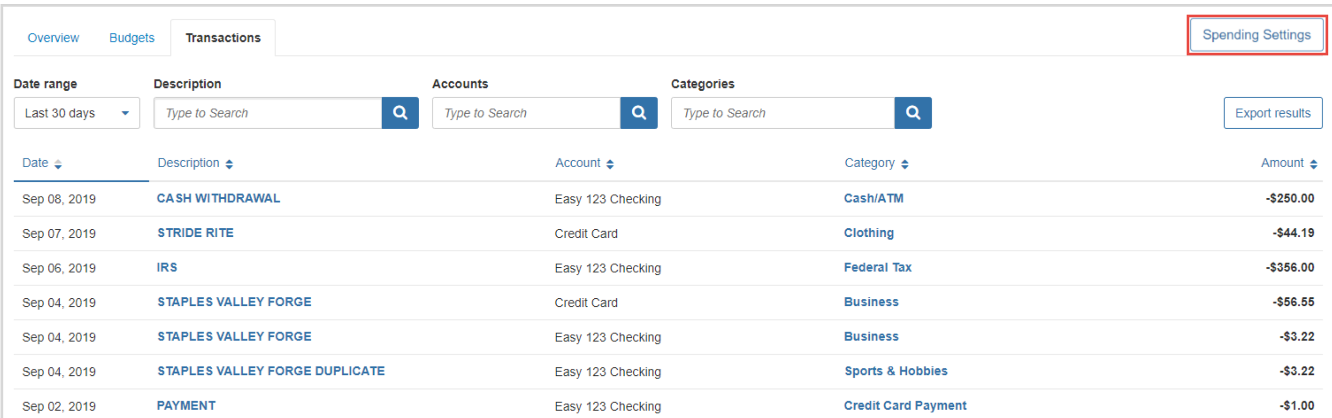
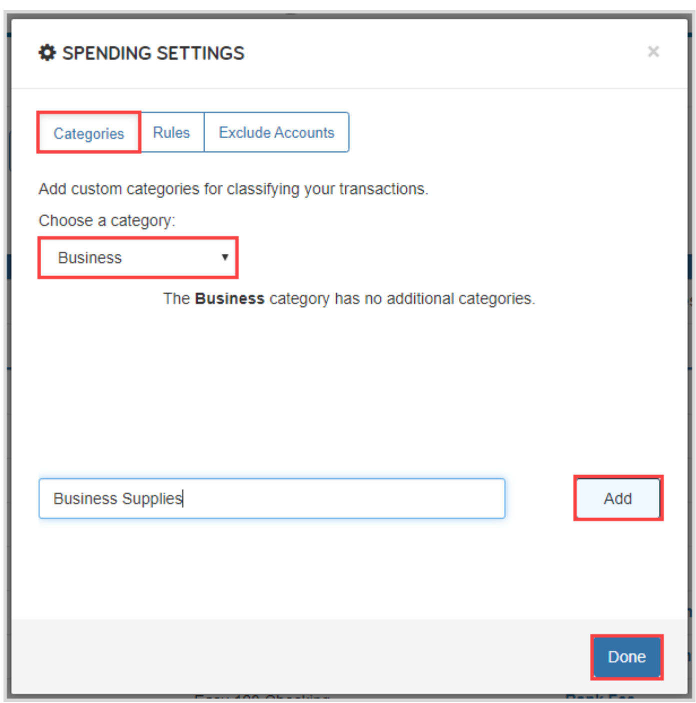
Spending Settings

1. The Spending Settings button allows you to further manage spending Categories, Rules, and Excluded Accounts. For example, if cannot find the category you're looking for when re-categorizing transactions, you can create new sub-categories by clicking **Spending Settings** at the top of the budgeting page.



2. Next, select a parent category from the **Choose a category** drop-down menu, type your desired sub-category in the free-form field, click **Add** then **Done.** Now, when you re-categorize transactions, your custom sub-category will be available to use!



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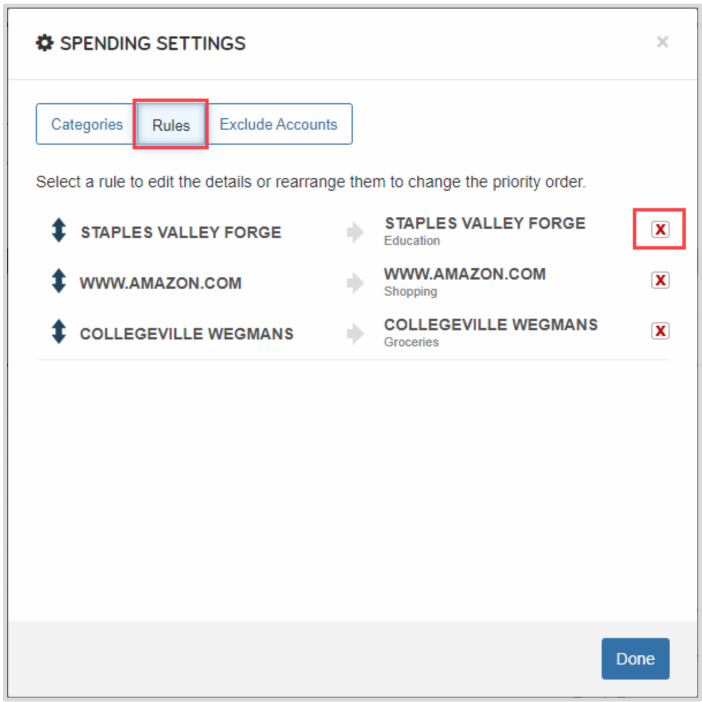
3. The **Rules** tab allows you edit the details of a rule, rearrange the priority, or delete a rule. To delete a rule, click the **X** next to the rule(s) you want to delete, click **Yes** to acknowledge, then click **Done.**



Please Note: When deleting a rule, the system will *not* revert the affects that rule had on your past transactions but moving forward it will no longer apply the rule to your transactions.