

# 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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- Spending Settings

## 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**.

PERSONAL FINANCIAL WEBSITE

Home Organizer Spending Investments Vault Reports

Help Settings Sign Out

Alerts Security Privacy

### Privacy Settings

This page allows you to manage your privacy settings.

	Spending Permissions		
	None Cannot view any spending data.	Limited Can view category spending and budgets.	Full Can view all data, including transactions.
My Advisor			
<b>Mark Masters</b> Advisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Spending and Budgeting Overview

## Spending Tab

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

The screenshot shows the home page of the Personal Financial Website for Frank and Joanna Miller. The navigation menu at the top includes Home, Organizer, **Spending** (highlighted with a red box), Investments, Vault, and Reports. Below the navigation, there are three main summary tiles: Accounts, Net Worth, and Investments. The Accounts tile lists various account types and their balances. The Net Worth tile shows a total of \$1,932,473 as of today, with a change of \$96,906 this month and \$308,255 year to date. The Investments tile shows a total of \$1,273,674 as of today, with a change of \$426 this month and 0.13% year to date. Below these tiles is a 'Spending' section (highlighted with a red box) showing a bar chart with three segments: \$0 Income (green), \$2,844 Expenses (red), and -\$2,843 Net (blue). A 'View All' link is present to the right of the Spending section.

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

The screenshot shows the 'Spending' tab selected in the navigation menu (highlighted with a red box). The 'Overview' section (highlighted with a red box) is active. It features a search bar with 'Spending by Category' and 'Description' filters, and a 'Last 30 days' time range. The summary shows Income of \$14,926.00, Expenses of -\$3,965.42, and a Net Total of \$10,960.58. A donut chart displays the total spending of \$3.97K. To the right, a table lists spending categories and their respective amounts.

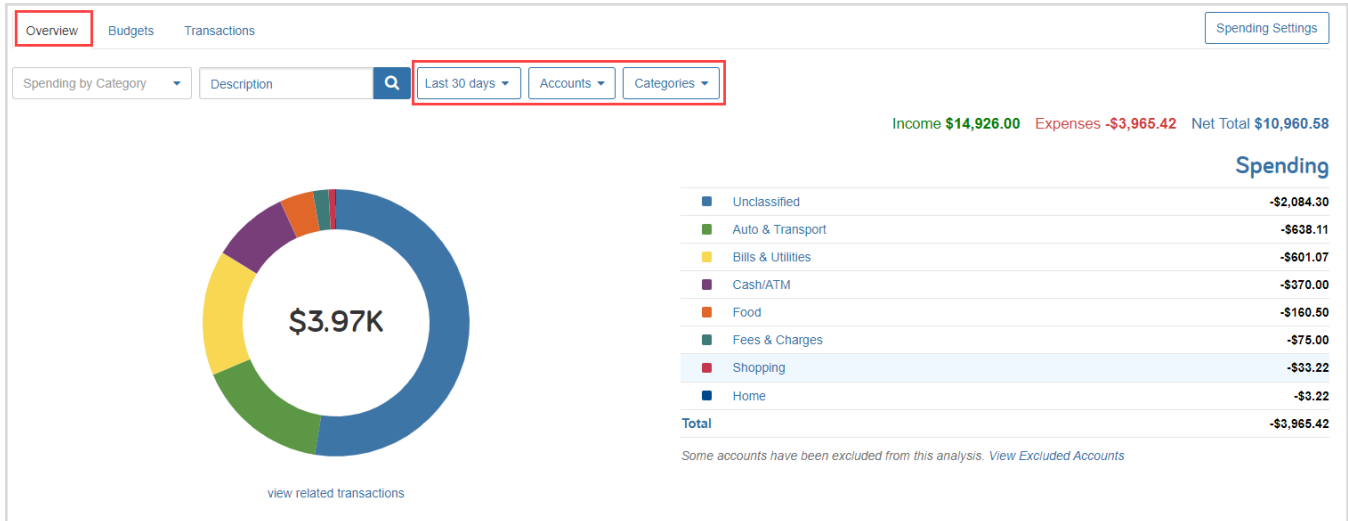
Category	Amount
Unclassified	-\$2,084.30
Auto & Transport	-\$638.11
Bills & Utilities	-\$601.07
Cash/ATM	-\$370.00
Food	-\$160.50
Fees & Charges	-\$75.00
Shopping	-\$33.22
Home	-\$3.22
<b>Total</b>	<b>-\$3,965.42</b>

Some accounts have been excluded from this analysis. [View Excluded Accounts](#)

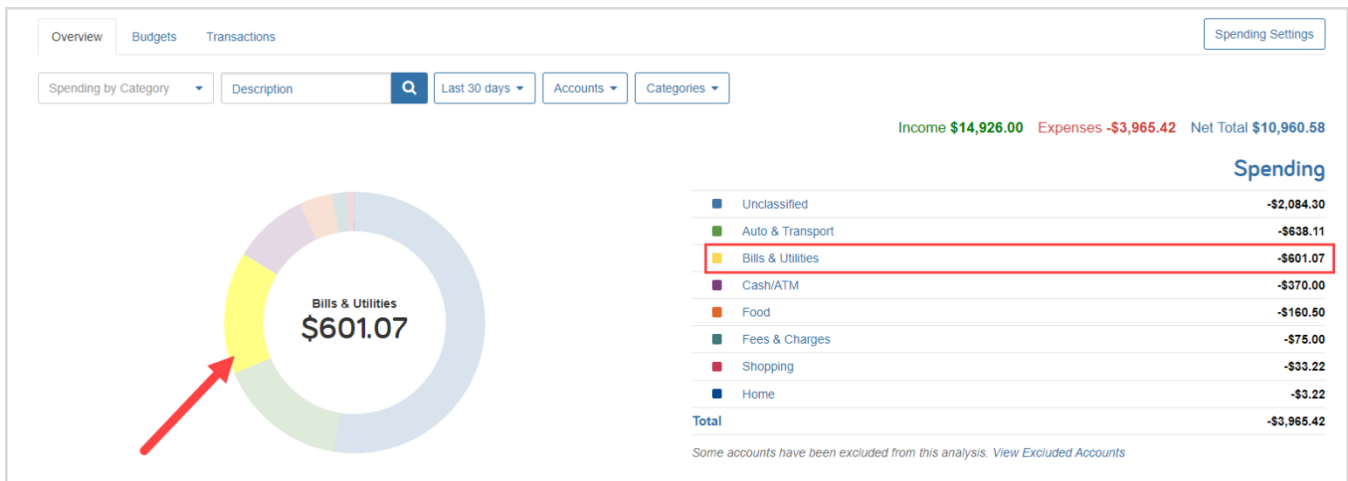
# Spending and Budgeting Overview

## Overview Tab

- 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**.



- 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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- 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.

Overview Budgets Transactions Spending Settings

Spending by Category Description  Last 30 days Accounts Categories

All Categories > Bills & Utilities Income \$0.00 Expenses -\$601.07 Net Total -\$601.07

### Spending

Energy, Gas & Electric	-\$278.56
Phone, Internet & Cable	-\$224.36
Water	-\$98.15
<b>Total</b>	<b>-\$601.07</b>

Some accounts have been excluded from this analysis. View Excluded Accounts

**\$601.07**

[view related transactions](#) 1

Overview Budgets Transactions Spending Settings

Last 30 days Description  Accounts 3 of 102 Categories

Income \$0.00 Expenses -\$601.07 Net Total -\$601.07

Date	Description	Account	Category	Amount
Feb 27, 2021	BILL PYMT ELECTRIC CO	Easy 123 Checking	Energy, Gas & Electric	-\$278.56
Feb 27, 2021	BILL PYMT CABLE	Easy 123 Checking	Phone, Internet & Cable	-\$224.36
Feb 27, 2021	BILL PYMT WATER REVENUE BUREAU	Easy 123 Checking	Water	-\$98.15

2

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

Overview Budgets Transactions Spending Settings

Spending by Category Description  Last 30 days Accounts Categories

Income \$14,926.00 Expenses -\$3,965.42 Net Total \$10,960.58

### Spending

Unclassified	-\$2,084.30
Auto & Transport	-\$638.11
Bills & Utilities	-\$601.07
Cash/ATM	-\$370.00
Food	-\$160.50
Fees & Charges	-\$75.00
Shopping	-\$33.22
Home	-\$3.22
<b>Total</b>	<b>-\$3,965.42</b>

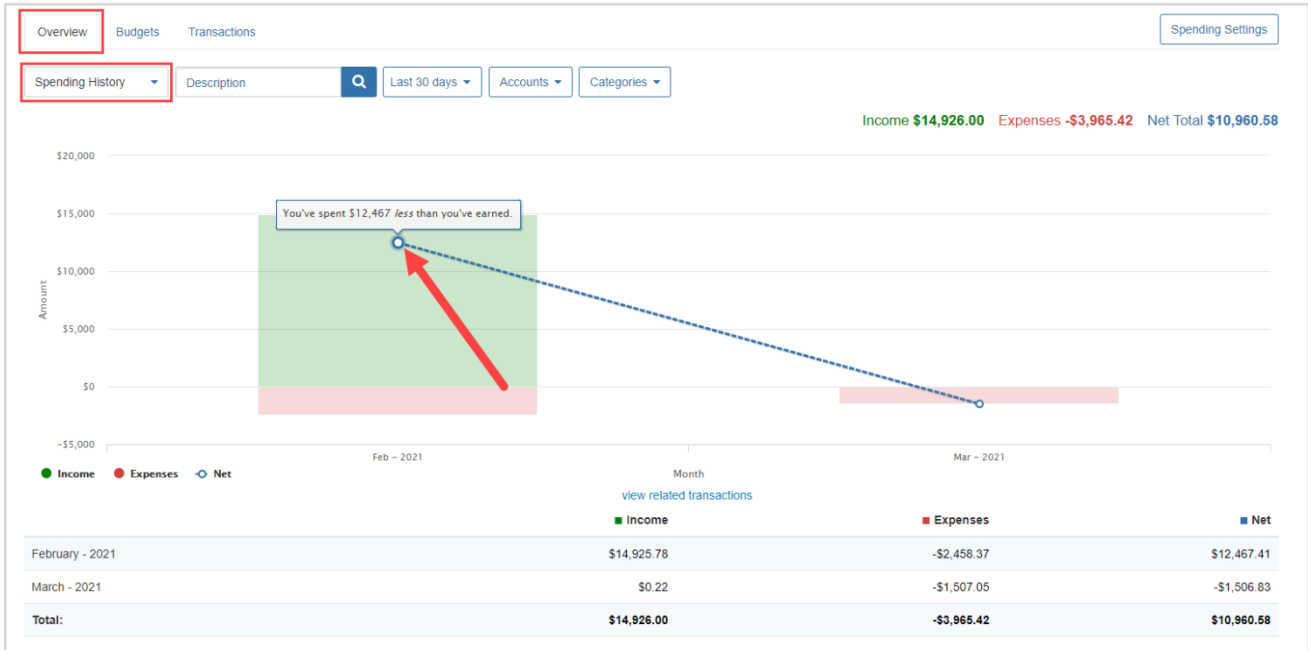
Some accounts have been excluded from this analysis. View Excluded Accounts

**\$3.97K**

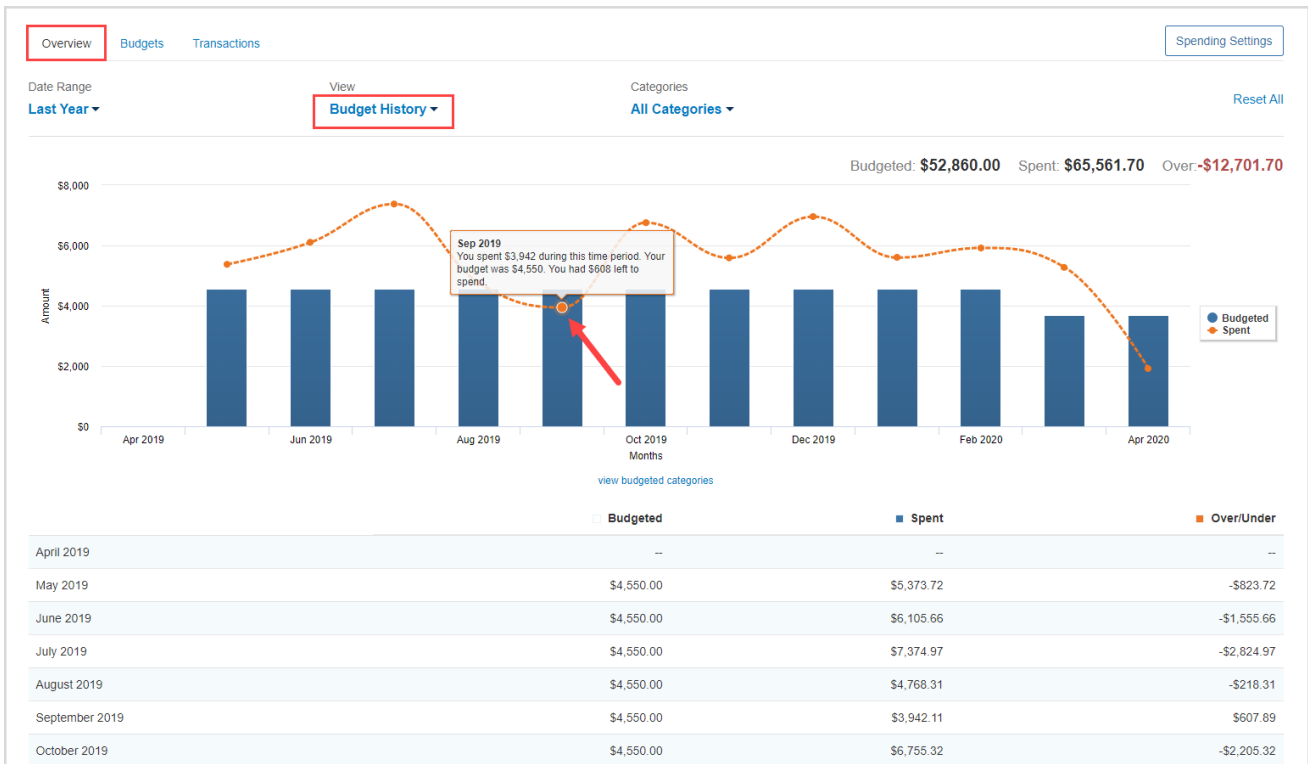
[view related transactions](#)

# Spending and Budgeting Overview

- 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.



- 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.



# Spending and Budgeting Overview

## Budgets Tab

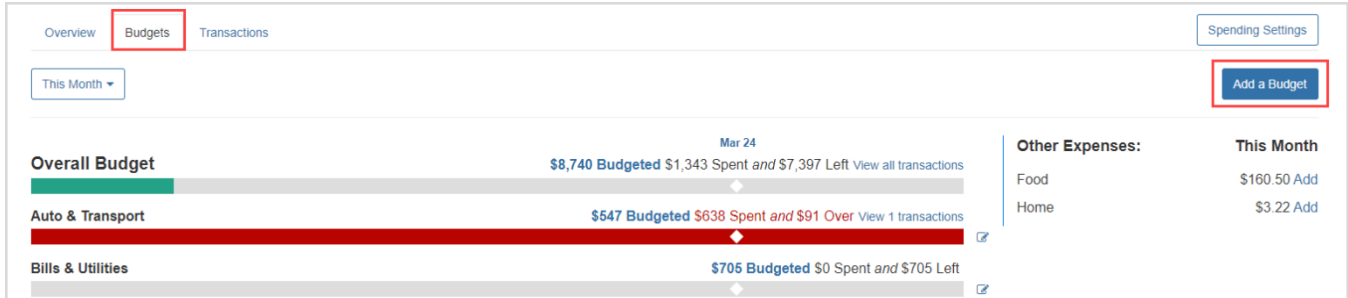
- The Budgets tab allows you to create a budget to help manage your expenses. There are two ways to add a budget – **Single Budget** or **Create an Auto-Budget**.

Other Expenses:	This Month
Unclassified	\$1,257.99 Add
Cash/ATM	\$370.00 Add
Shopping	\$67.78 Add
Fees & Charges	\$75.00 Add
Food	\$275.91 Add
Home	\$59.77 Add
Auto & Transport	\$1,276.22 Add

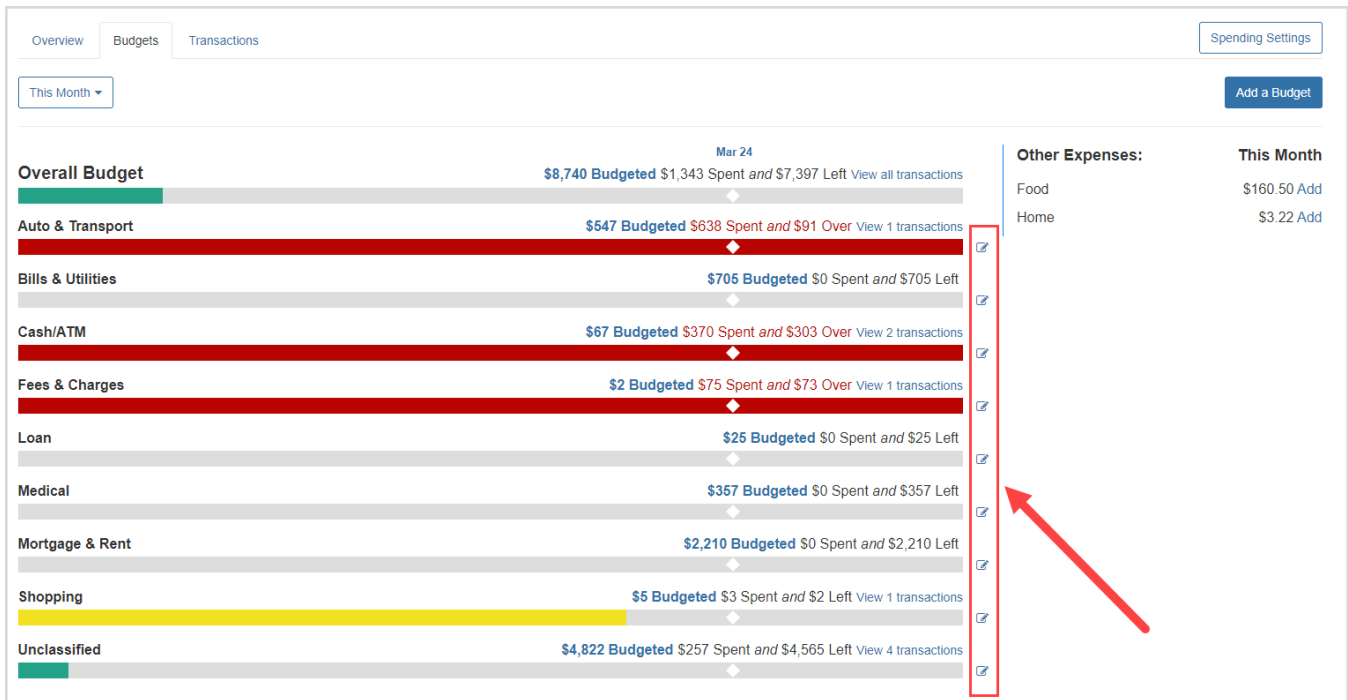
- The option to **Add a Budget** allows you to add categories and enter a monthly budget amount one budget item at a time. First, select a category from the **Choose category** drop-down menu or begin typing to filter through the category and sub-category options. Then, key in a dollar amount in the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

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



- 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.

Date	Description	Account	Category	Amount
Sep 08, 2019	CASH WITHDRAWAL	Easy 123 Checking	Cash/ATM	-\$250.00
Sep 07, 2019	STRIDE RITE	Credit Card	Clothing	-\$44.19
Sep 06, 2019	IRS	Easy 123 Checking	Federal Tax	-\$356.00
Sep 04, 2019	STAPLES VALLEY FORGE	Credit Card	Business	-\$56.55
Sep 04, 2019	STAPLES VALLEY FORGE	Easy 123 Checking	Business	-\$3.22
Sep 04, 2019	STAPLES VALLEY FORGE DUPLICATE	Easy 123 Checking	Sports & Hobbies	-\$3.22
Sep 02, 2019	PAYMENT	Easy 123 Checking	Credit Card Payment	-\$1.00

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.

Details: This transaction appeared on your eMoney Advisor Source (EMA) - Client Access - Easy 123 Checking statement as STAPLES 99231 VAL...

Rule:  Always update transactions that contain STAPLES VALLEY FORGE with the Description and Category above

- Auto & Transport
- Bills & Utilities
- Business**
- Cash/ATM
- Charity
- Education
- Entertainment
- Excluded
- Fees & Charges
- Food
- Gifts

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**.

Rule:  Always update transactions that contain STAPLES VALLEY FORGE with the Description and Category above

Save Rule



# Spending and Budgeting Overview

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

The screenshot shows the 'Transactions' tab with a table of transactions. The selected row is for 'STAPLES VALLEY FORGE' on May 13, 2020, with an amount of -\$56.55. Below the table, the 'Details' section is visible, and the 'Hide Transaction' toggle is highlighted with a red box.

Date	Description	Account	Category	Amount
Pending				
May 13, 2020	STAPLES VALLEY FORGE DUPLICATE	Easy 123 Checking	Sports & Hobbies	-\$3.22
May 03, 2020	WHOLE FOODS MARKET DUPLICATE	Easy 123 Checking	Groceries	-\$80.25
May 17, 2020	CASH WITHDRAWAL	Easy 123 Checking	Cash/ATM	-\$250.00
May 16, 2020	STRIDE RITE	*****Card	Shopping	-\$44.19
May 15, 2020	IRS	Easy 123 Checking	Federal Tax	-\$356.00
May 13, 2020	STAPLES VALLEY FORGE	*****Card	Business	-\$56.55

**Summary:** Income \$41,456.90 Expenses -\$20,820.49 Net Total \$20,636.41

**Details:** This transaction appeared on your eMoney Advisor Source (EMA) - Client Access - \*\*\*\*\*Card statement as STAPLES 99231 VALLEY FORGE

**Buttons:** Create Rule, Split Transaction, Hide Transaction (highlighted), Manage Rules, Save Rule

**Rule:** Always update transactions that contain STAPLES VALLEY FORGE with the Description and Category above

Only apply rule if the dollar value is between [ ] and [ ]

Only apply rule if the date is between days [ ] and [ ] of the month.

**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.

The screenshot shows the 'Transactions' tab with a table of transactions. The 'Export results' button is highlighted with a red box.

Date range	Description	Accounts	Categories
Last 30 days	Type to Search	Type to Search	Type to Search

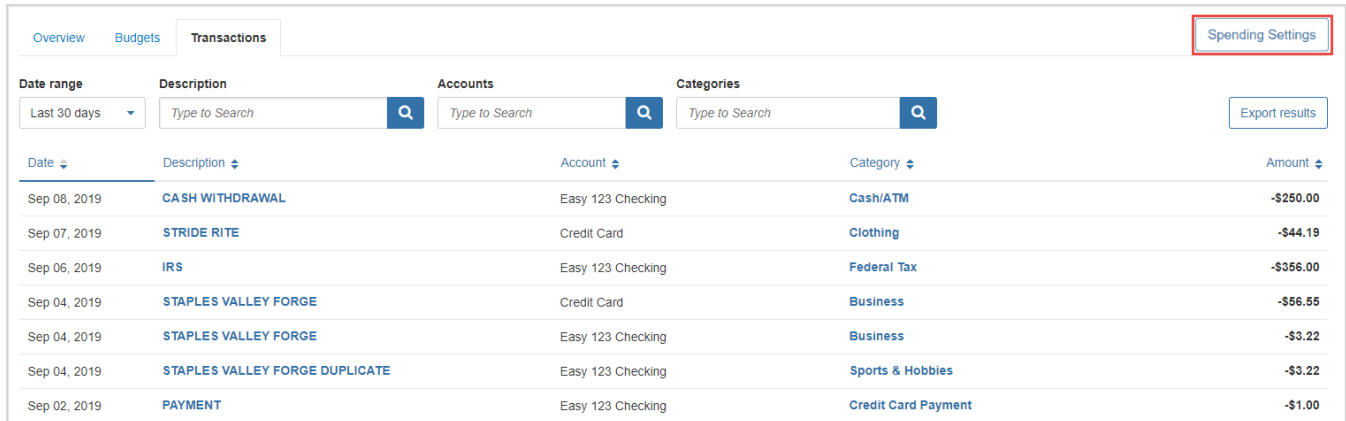
Date	Description	Account	Category	Amount
Sep 08, 2019	CASH WITHDRAWAL	Easy 123 Checking	Cash/ATM	-\$250.00
Sep 07, 2019	STRIDE RITE	Credit Card	Clothing	-\$44.19
Sep 06, 2019	IRS	Easy 123 Checking	Federal Tax	-\$356.00
Sep 04, 2019	STAPLES VALLEY FORGE	Credit Card	Business	-\$56.55
Sep 04, 2019	STAPLES VALLEY FORGE	Easy 123 Checking	Business	-\$3.22
Sep 04, 2019	STAPLES VALLEY FORGE DUPLICATE	Easy 123 Checking	Sports & Hobbies	-\$3.22
Sep 02, 2019	PAYMENT	Easy 123 Checking	Credit Card Payment	-\$1.00

**Buttons:** Export results (highlighted)

# Spending and Budgeting Overview

## Spending Settings

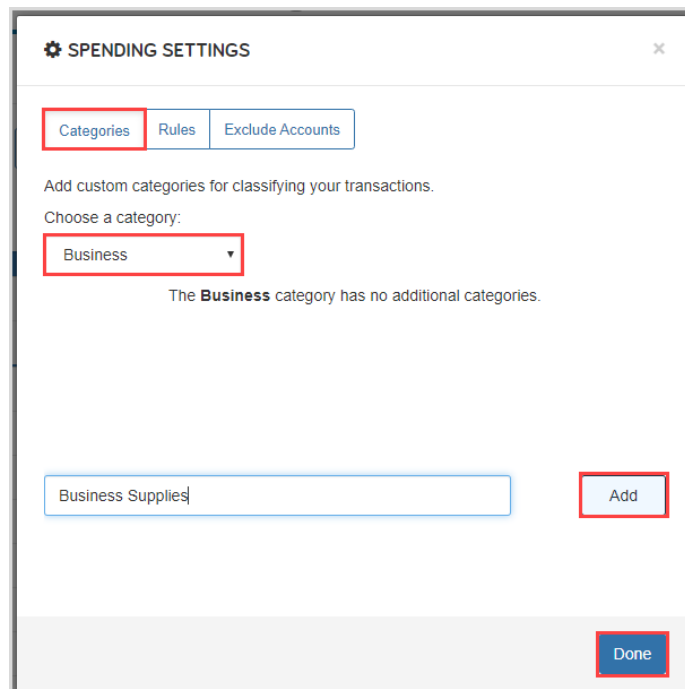
1. The Spending Settings button allows you to further manage spending Categories, Rules, and Excluded Accounts. For example, if cannot find the category you're looking for when re-categorizing transactions, you can create new sub-categories by clicking **Spending Settings** at the top of the budgeting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



The screenshot shows the 'Transactions' tab in a financial application. At the top right, a button labeled 'Spending Settings' is highlighted with a red box. Below the navigation tabs, there are search filters for 'Date range' (set to 'Last 30 days'), 'Description', 'Accounts', and 'Categories'. A table of transactions is displayed below, with columns for Date, Description, Account, Category, and Amount. The 'Spending Settings' button is located in the top right corner of the table area.

Date	Description	Account	Category	Amount
Sep 08, 2019	CASH WITHDRAWAL	Easy 123 Checking	Cash/ATM	-\$250.00
Sep 07, 2019	STRIDE RITE	Credit Card	Clothing	-\$44.19
Sep 06, 2019	IRS	Easy 123 Checking	Federal Tax	-\$356.00
Sep 04, 2019	STAPLES VALLEY FORGE	Credit Card	Business	-\$56.55
Sep 04, 2019	STAPLES VALLEY FORGE	Easy 123 Checking	Business	-\$3.22
Sep 04, 2019	STAPLES VALLEY FORGE DUPLICATE	Easy 123 Checking	Sports & Hobbies	-\$3.22
Sep 02, 2019	PAYMENT	Easy 123 Checking	Credit Card Payment	-\$1.00

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!



The screenshot shows the 'SPENDING SETTINGS' dialog box. The 'Categories' tab is selected and highlighted with a red box. Below the tabs, there is a section for adding custom categories. A dropdown menu is set to 'Business', and a text input field contains 'Business Supplies'. An 'Add' button is highlighted with a red box. At the bottom right, a 'Done' button is also highlighted with a red box.

SPENDING SETTINGS

Categories Rules Exclude Accounts

Add custom categories for classifying your transactions.

Choose a category:

Business

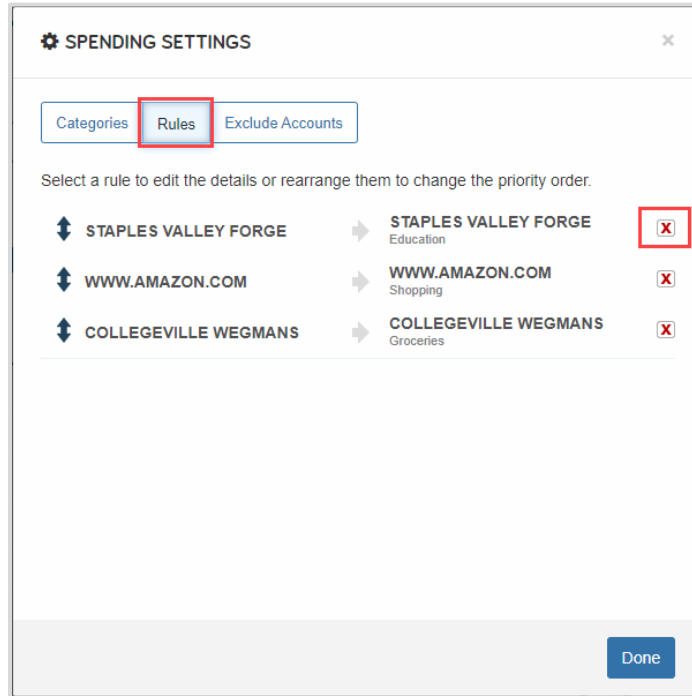
The **Business** category has no additional categories.

Business Supplies Add

Done

# Spending and Budgeting Overview

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.