Money Measures Web App

Create a Budget to Optimize Income

Introduction

PURPOSE	This is a how-to guide to get you started in creating and using budget files with the Money Measures Web App.
GOALS	In completing this module, you will be able to:

1. Create budget files tailored to your personal situation using the Money Measures Web App.
2. Understand and use our unique green light, yellow light, and red light budgeting tool.
3. Use other unique features of the Money Measures Web app to optimize income.
4. Have a greater understanding and appreciation about cash flow and the importance of having a good cash flow.
5. Have the tools needed to help with critical thinking about personal finances, goals and lifestyle choices.

TOOLS REQUIRED	To fully utilize this guide and complete the exercise, it is necessary to create a Money Measures account online at moneymeasuresinc.com. There is no charge to create an account and there is a 30-day free trial for learning how to use the web app to optimize income. For optimal user experience when completing the exercise, we recommend using a laptop or desktop computer. However, the exercise can be completed on any mobile device.
TIME TO COMPLETE	Approximately 60 minutes

Practice-Based Guide

This manual serves as a comprehensive resource for leveraging the Money Measures Web App effectively. There are step-by-step instructions and practical exercises to help develop essential budgeting skills, optimize income, and manage expenses efficiently.

Gain insights into the powerful reporting tools available, enabling informed financial decision-making. With a focus on practicality and clarity, this manual equips readers with the necessary knowledge and tools to navigate financial journeys with confidence.

Managing Income and Expenses that Fluctuate

To manage income and expenses that fluctuate, special attention should be given to the payment frequencies and customizing payment amounts.

Example:

Commissioned salespeople may have a combination of wages and commissions that are received weekly, monthly, quarterly, and annually. In addition, the amounts may fluctuate.

Within the Money Measures Web App, a separate income entry can be made for wages and commissions that are received weekly, monthly, quarterly, and annually. The amounts can be customized to reflect seasonal and other fluctuations.

	Section Name	Page

Create a Budget File and Add Incomes

1   From the dashboard, click "Personal" to create a file. Name the file "Lifestyle Budget".

2   In a newly created file in which no incomes or expenses have been added, the screen displayed will have arrows pointing to phrases that indicate what actions can be taken.

3   Click on "Add an income".
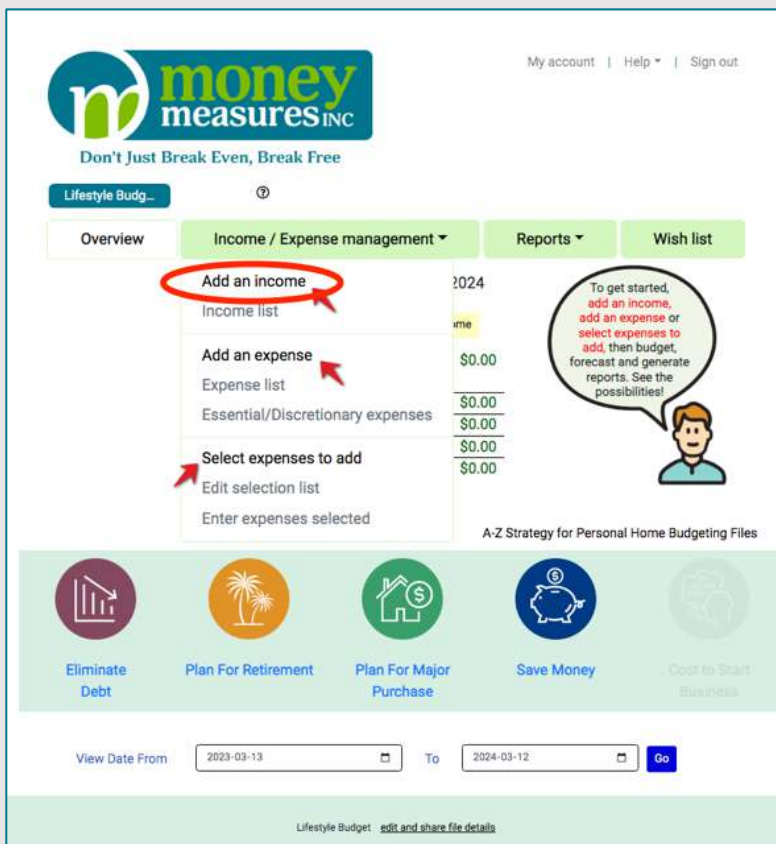
4. Click inside the "Reference name" box and type in "Job income".

5. Click on the arrow for the drop-down menu in the "Frequency" box and select "Weekly".

6. Click inside the "Amount" box and type in $700.

7. Select "customized payment amounts".

8. Select a day of the week by clicking on one of the boxes:
   S, M, T, W, T, F, S

9. Click in the box below "Start payments". A monthly calendar will appear with dates highlighted for the day of the week selected previously. Click on the highlighted date that is in the future and the closest to today.

10. In this scenario, click in each of the weekly boxes dated for December and January and enter $900 which includes overtime hours worked.

11. Scroll down and click "save".

12   The "Job income" entered will be displayed on the "Income list".

13   Add another income payment "Tax benefit payment". Click on "Add an income" displayed on the "Income list" or click on the arrow beside "Income/Expense management" and select "Add an income".
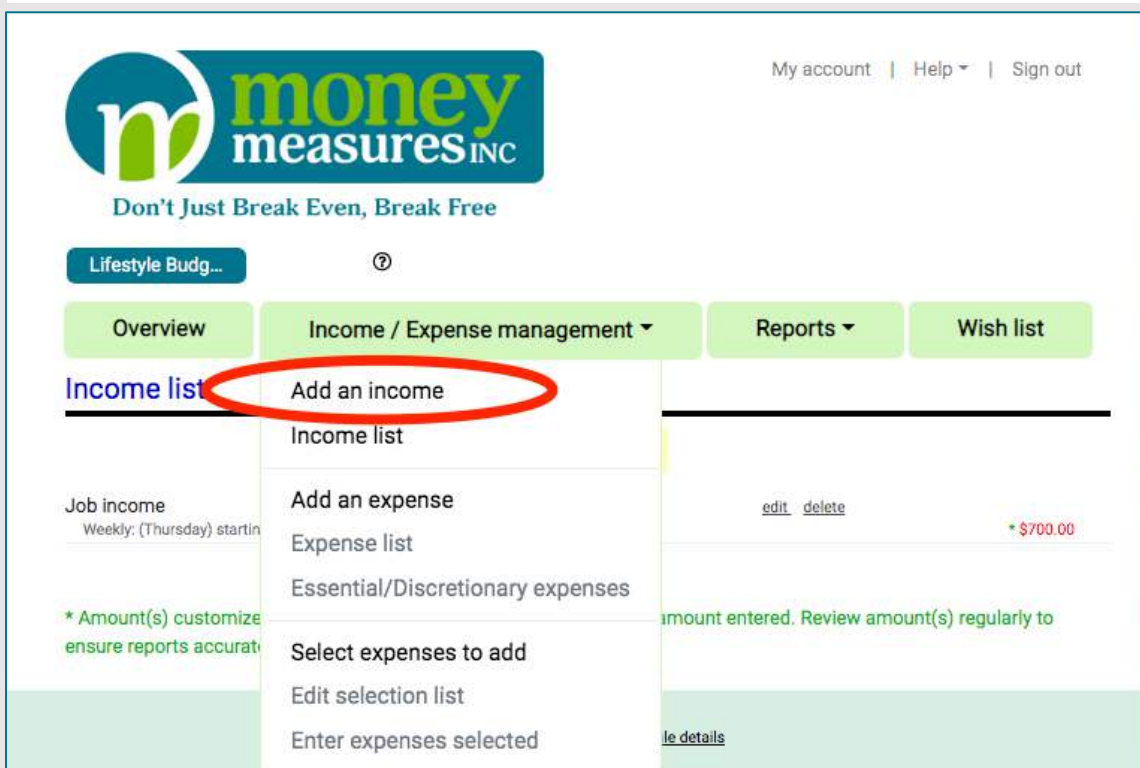
14   Click inside the "Reference name" box and type in "Tax benefit payment".

15   Click on the arrow for the drop-down menu in the "Frequency" box and select "quarterly".

16   Click inside the "Amount" box and type in $125.

17   Click on the first radio button under "Enter day of payment" and select the "last" day of the month.

18   Within the "Start payments" section, select the month and the year of your choice that the first "Tax benefit payment" will be deposited.

19   Scroll down and click "save".

20 The "Job income" and "Tax benefit payment" entered will be displayed on the "Income list".

Note: Screen captures for adding incomes are included at the end of this how-to guide. There are screen captures for each payment frequency available using the Money Measures Web App.

Understanding Income

1 Within the "Lifestyle Budget" file, click on the menu item "Overview" if you are not already on the Overview screen.

2 The Overview screen shows the amount of income that's expected to be received in the next calendar year based on the incomes entered.
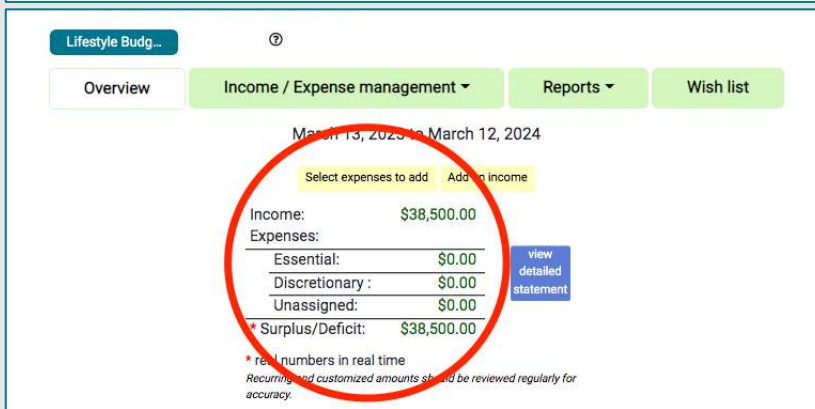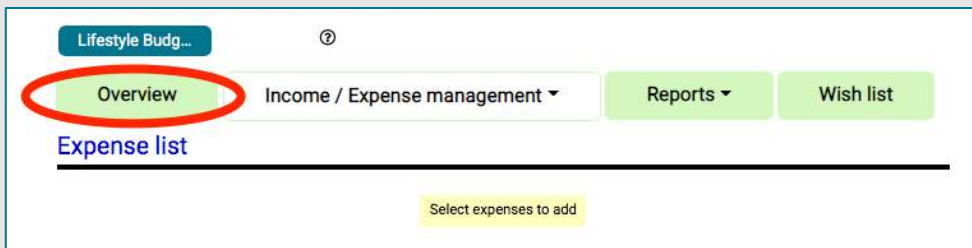
3 Click on "Reports" and select "checklist". Notice how the money will be flowing into the bank account.
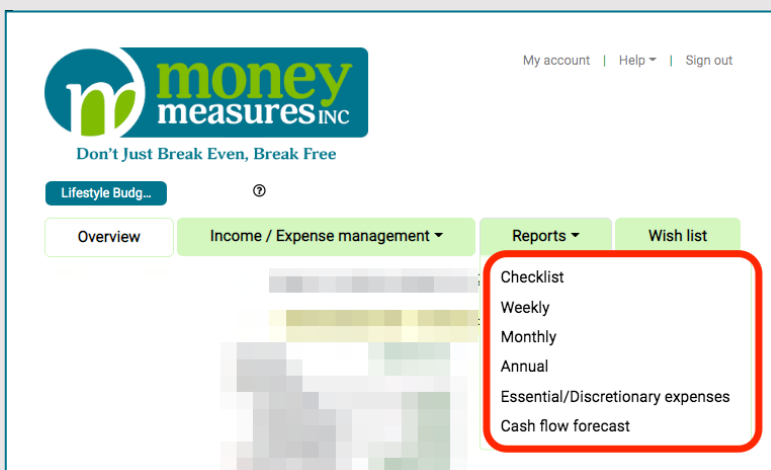
4   Click to select "Weekly". Click on the arrow at the right to scroll through the weeks and take note of how the money will be flowing into the bank account week to week.

5   Click to select "Monthly" to see how much income will be received each month.

6   Click to select "Annual" to see the detailed list of the incomes that will be received in the coming year.

7   Click to select "cashflow" to see how money will be flowing into the bank account chronologically in the coming year.

8   In preparation for the next steps, click the box to the left of "show bank balance" within the Cash Flow Forecast. On the next screen, click on the first radio button, enter $3325 as the current bank balance and click "save".

9   With an opening bank balance of $3325, scroll through the cash flow forecast in the right column "Forecasted Bank Balance" to see the impact that the money deposited will have on the bank balance.

Create a Wish List

1. Within the "Lifestyle Budget" file, click on "Wish list".

2. Enter items that are on your wish list. Name them, enter notes in the "comment" field, and enter an amount for any one-time payments or the amount for ongoing payments if you know the amount for the wish list item. Examples of common wish list items: vacation, tickets to a sporting event or concert, a new car.

   The wish list is strictly a list of items on the wish list. It is not necessary to add an amount or payment details. If the wish list item is to be converted to an actual expense so that it gets factored into the spending plan, click on the "+" sign beside the wish list item to be taken to the "Add an expense" screen where payment details can be added. This wish list item can also be added as an expense like other expenses by clicking on the arrow to the right of "Income/Expense management" and selecting "Add an expense". Complete instructions for adding expenses are found further on in this guide.

3. When you are done entering items on your wish list, click "save".

Add Expenses

Here is a list of expenses to enter in the "Lifestyle Budget" file to get you started. For this exercise, you can use expenses and amounts that are more meaningful to you.

EXPENSE CHART FIGURE 1

NAME OF EXPENSE	Payment Frequency	Amount	Payment End
RENT	Monthly (1st of Each Month)	$750	Never
HOME INSURANCE	Annual (the 1st day of next month)	$300	Never
HYDRO	Monthly (10th of Each Month)	Fluctuates	Never
FOOD & GROCERIES*	Bi-Weekly (Saturdays, Starting this coming Saturday)	$100	Never
CLOTHES	Bi-Monthly (Last Saturday of next month)	$300	Never
CAR LOAN	Twice a Month (15th day and last day)	$125	30 payments left
CAR INSURANCE	Annual (the 14th of next month)	$1200	Never
CAR MAINTENANCE	Custom Schedule (1st of April and November)	$300	Never
GAS FOR CAR*	Weekly (Fridays)	$50	Never
ELECTRONICS	1-Time Payment (3 days into the future)	$1130	n/a
PHONE/INTERNET/TV	Monthly (20th of each month)	$150	Never
CASH	Weekly (Fridays)	$100	Never
SAVE	Weekly (Fridays)	$25	Never
RECREATION	Weekly (Fridays)	$75	Never
WEEKEND GETAWAY*	Annual (3rd Friday of March)	$600	Never
MEDICATION/DENTAL/VISION CARE	Bi-Monthly (2nd Thursday of next month)	$200	Never

* Expenses charged to a credit card

Note: Accounting for the use of credit cards in the Money Measures Web App is being done for illustrative purposes and should not be taken as an endorsement for paying for expenses using credit cards.

Steps for Entering Expenses (Figure 1)

Notes:

1   The expenses entered as part of this exercise are for illustrative purposes only and should not be considered an all-inclusive list of expenses that any one individual will have.

Cash Withdrawals

In the Money Measures Web App, a cash withdrawal should be entered as its own expense. Therefore, any purchases that are typically made using cash should not be entered as an expense of their own. There is a field for entering notes about how cash will be spent.

Dating of expenses

In the Money Measures Web App, the date to use for bill payments is the date on which bill payments are typically made. This may or may not be the same date as the due date that appears on the actual statement. It will be the same date if you make the payment on the due date that appears on the statement. If you typically make a payment a few days before the actual due date on the statement, use the date when the payment is usually made. For day-to-day spending, date the expenses for the typical day of the week, month or year when the spending happens. For example, if you typically do your grocery shopping on the weekend each week, select Saturday or Sunday for the weekly expense.

Within the Money Measures green light, yellow light, and red light budgeting concept, the idea is to see how the amounts and timing of spending can be adjusted to optimize income without having to make extreme changes.

Payment Methods

Other than expenses where a credit card is selected as the method of payment, the method of payment is considered to be a payment made:
–   by debit
–   at an ATM
–   through online banking
–   as a pre-authorized payment
–   by cheque

For example, if a hydro bill is added as an expense that's paid on the 10th of the month and the "pay with credit card" box is not checked off, it is considered to be a payment being made on the 10th of the month by debit, at an ATM, through online banking, as a pre-authorized payment or by mailing a cheque on the 10th of the month.

2   No matter what screen you are on within a budget file, you can click on the arrow to the right of "Income/Expense management" and select "Add an expense" to be presented with the screen for adding an expense.

Adding Expense: Rent

1. Within the "Lifestyle Budget" file, click on the arrow on the "Income/Expense management" menu and select "Add an expense".

2. Click inside the "Reference name" box and type in "Rent.

3. Click on the arrow for the drop-down menu in the "Category name" box. Either choose a category from the selection list provided or type in a name of your choice for the category.

4. Click on the arrow for the drop-down menu in the "Frequency" box and select "Monthly".

5. Click inside the box for "Amount" and type in $750.

6. Click on the first radio button under "Enter day of payment" and select "1st" day of the month from the drop-down menu.

7. Click inside the box under "Start billing" and select the upcoming calendar month. If the year displayed is not the correct year for the upcoming month's payment, click on the box to select the correct year.

8. Scroll down and click "Save and add another" to save the "Rent" expense and be presented with another "Add an expense" screen to fill in with the information for the next expense.

Adding Expense: Home Insurance

1   On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Home Insurance".

2   Click on the arrow for the drop-down menu in the "Category name" box and select "Insurance/Investments/Savings".

3   Click on the arrow for the drop-down menu in the "Frequency" box and select "Annually".

4   Click inside the box for "Amount" and type in $300.

5   Click inside the box under "Start billing" and choose the 1st day of the following month.

6   Scroll down and click "Save and add another" to save the expense and be presented with another blank "Add an expense" screen.

Adding Expense: Hydro

1. On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Hydro".

2. Click on the arrow for the drop-down menu in the "Category name" box. Either choose a category from the selection list provided or type in a name of your choice.

3. Click on the arrow for the drop-down menu in the "Frequency" box and select "Monthly".

4. Click inside the box for "Amount" and type in $75.

5. Click in the "customized payment amounts" box to select it.

6. Click on the first radio button under "Enter day of payment" and select "10th" day of the month from the drop-down menu.

7. Click inside the box under "Start billing" that is on the left. If this exercise is being done on a day prior to the 10th of the current month or on the 10th of the current month, select the current month as the "Start payments" date. If the exercise is being done on a day after the 10th of the current month, select the upcoming calendar month as the "Start payments" date. If the year displayed in the box on the right is not the correct year, click on the box to select the correct year.

8. In the dated boxes, customize this fluctuating expense by entering $100 in all boxes labelled with dates in "Jan", "Feb", "Jul", "Aug", "Sep", and "Dec".

9. Scroll down and click "Save and add another" to save the expense and be presented with another blank "Add an expense" screen.

Adding Expense: Food & Groceries

1. On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Food & Groceries".

2. Click on the arrow for the drop-down menu in the "Category name" box. Either choose a category from the selection list provided or type in a name of your choice.

3. Click on the arrow for the drop-down menu in the "Frequency" box and select "Bi-Weekly".

4. Click in the "pay with credit card" box to select it.

5. Click "Create new credit card".

6. Click inside the "Name" box and name the credit card.

7. Leave the "Statement date" as the 1st day of the month.

8. Click on the "Payment date" box and select the 20th.

9. Click "OK".

10. Click inside the box for the "Amount" and type in $100.

11. Click in the "customized payment amounts" box to select it.

12. Select "S" for Saturday as the day of the week for the expense.

13. Click in the box under "Start billing" and select the Saturday that is highlighted for today if today is a Saturday or for the upcoming Saturday.

14. In the dated boxes that are labelled with a date in "Dec" and "Jan", customize the amount of money spent on Food and Groceries by changing the amount to $150.

15. Click "Save and add another" to save the expense and be presented with another blank "Add an expense" screen.

Adding Expense: Clothes

1. On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Clothes".

2. Click on the arrow for the drop-down menu in the "Category name" box. Either choose a category from the selection list provided or type in a name of your choice.

3. Click on the arrow for the drop-down menu in the "Frequency" box and select "Bi-monthly".

4. Click inside the box for the "Amount" and type in $300.

5. Click on the second radio button under "Enter day of payment" and select "last" and "Saturday" of the month.

6. Click in the box under "Start billing" that is on the left and select the calendar month that comes after the current calendar month. If the preselected calendar year is incorrect, click on the drop-down menu for the year and select the correct calendar year.

7. Click "Save and add another" to save the expense and be presented with another blank "Add an expense" screen.

Adding Expense: Car Loan

1. On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Car Loan".

2. Click on the arrow for the drop-down menu in the "Category name" box and select "Debts/credit".

3. Click on the arrow for the drop-down menu in the "Frequency" box and select "Twice a month".

4. Click inside the box for the "Amount" and type in $125.

5. Click on the first radio button under "Payment #1" and select "15th day of the month.

6. Click on the radio button under "Payment #2" and select "last" day of the month.

7. Immediately under "Start billing", there is a row of 3 entry fields.

   - In the box on the left, select the "15th" if today's date is from the 1st to the 15th of the month or select the "last" day if today is after the 15th of the month.
   - In the middle box, select the current month.
   - In the box on the right, select the current year.

8. Click the arrow for the drop-down menu in the box under "Stop billing" and select "After specified number of occurrences".

9. Click in the box to the left of the word "payments" and enter 30.

10. Click "Save and add another" to save the expense and be presented with another blank "Add an expense" screen.

Adding Expense: Car Insurance

1   On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Car Insurance".

2   Click on the arrow for the drop-down menu in the "Category name" box and select "Insurance/Investments/Savings".

3   Click on the arrow for the drop-down menu in the "Frequency" box and select "Annually".

4   Click inside the box for the "Amount" and type in $1200.

5   Click in the box below "Start billing" and select the 14th day of the calendar month that comes after the current calendar month.

6   Scroll down and click "Save and add another" to save the expense and be presented with another blank "Add an expense" screen.

Adding Expense: Car Maintenance

1   On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Car Maintenance".

2   Click on the arrow for the drop-down menu in the "Category name" box. Either choose a category from the selection list provided or type in a name of your choice.

3   Click on the arrow for the drop-down menu in the "Frequency" box and under "Custom payment schedule", select the "Repeats Annually".

4   Click inside the box beside "Default amount" and type in $300.

5   Click on the arrow that's in the first box under "Month" that is on the left and select "April".

6   Click on the arrow that's in the second box under "Month" that is on the left and select "November".

7   Delete the third row under "Month" by clicking on the red "-" (minus sign) that's on the right.

8   In the box below "Start Billing" there will be two options: November 1 and April 1. Select the one that is nearest in the future. In the box with "yyyy" select the year that corresponds with the date selected as the start billing date.

Adding Expense: Gas for Car

1. On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Gas for Car".

2. Click on the arrow for the drop-down menu in the "Category name" box. Either choose a category from the selection list provided or type in a name of your choice.

3. Click on the arrow for the drop-down menu in the "Frequency" box and select "Weekly".

4. Click inside the "pay with credit card" box to select it as the method of payment.

5. Click on the name of the credit card that was created previously.

6. Click inside the box for the "Amount" and type in $50.

7. Click inside the "Customized payment amounts" box.

8. Select "f" for Friday as the day of the week for filling up the tank with gas.

9. Click inside the box under "Start billing" and select the earliest Friday in the future that's highlighted.

10. Scroll down and click "Save and add another" to save the expense and be presented with another blank "Add an expense" screen.

Lifestyle Budg...   ⑦

| Overview | Income / Expense management ▾ | Reports ▾ | Wish list |

Add an expense ⑦

* Reference name: Gas for Car   ☐ there is a renewable contract

* Category name: Other financial obliga

Frequency: Weekly   ▾ ⑦   ☑ pay with credit card:Green Card

Amount: 50   ←   ☑ customized payment amounts
                                                       ☐ calculate using spreadsheet

* | s | m | t | w | t | f | s | ←

* Start billing: ⑦   ←

17/03/2023

* Stop billing
Never   ▾

Customize payments

| Display from | 2023-03-13 | 🗓 | to | 2025-03-12 | 🗓 |

To customize an amount, click on the box and type in the custom payment amount.

Mar 17 2023	Mar 24 2023	Mar 31 2023	Apr 7 2023	Apr 14 2023	Apr 21 2023	Apr 28 2023
50	50	50	50	50	50	50

May 5 2023	May 12 2023	May 19 2023	May 26 2023	Jun 2 2023	Jun 9 2023	Jun 16 2023
50	50	50	50	50	50	50

Jun 23 2023	Jun 30 2023	Jul 7 2023	Jul 14 2023	Jul 21 2023	Jul 28 2023	Aug 4 2023
50	50	50	50	50	50	50

Aug 11 2023	Aug 18 2023	Aug 25 2023	Sep 1 2023	Sep 8 2023	Sep 15 2023	Sep 22 2023
50	50	50	50	50	50	50

Sep 29 2023	Oct 6 2023	Oct 13 2023	Oct 20 2023	Oct 27 2023	Nov 3 2023	Nov 10 2023
50	50	50	50	50	50	50

Nov 17 2023	Nov 24 2023	Dec 1 2023	Dec 8 2023	Dec 15 2023	Dec 22 2023	Dec 29 2023
50	50	50	50	50	50	50

Jan 5 2024	Jan 12 2024	Jan 19 2024	Jan 26 2024	Feb 2 2024	Feb 9 2024	Feb 16 2024
50	50	50	50	50	50	50

Feb 23 2024	Mar 1 2024	Mar 8 2024	Mar 15 2024
50	50	50	50

Notes: notes

* required field

[Save] [Save and add another] [Cancel]

Adding Expense: Electronics

1   On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Electronics".

2   Click on the arrow for the drop-down menu in the "Category name" box. Either choose a category from the selection list provided or type in a name of your choice.

3   "1-Time Payment" is preselected as the "Frequency". Leave the "Frequency" as "1-Time Payment."

4   Click inside the box for the "Amount" and type in $1130.

5   Click inside the box below "Date of payment" and click on the date that is 3 days from today's date.

6   Click on "Save and add another" to save the expense and be presented with another blank "Add an expense" screen.

Adding Expense: Phone/Internet/TV

1   On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Phone/Internet/TV".

2   Click on the arrow for the drop-down menu in the "Category name" box. Either choose a category from the selection list provided or type in a name of your choice.

3   Click on the arrow for the drop-down menu in the "Frequency" box and select "Monthly".

4   Click inside the box for the "Amount" and type in $150.

5   Click on the first radio button under "Enter day of payment" and select "20th" day of the month.

6   For the month and year under "Start billing", select the current month if today is from the 1st to the 20th of the month. If today is the 21st of the month or later, select the next calendar month as the "Start billing" date. If the year selected is incorrect, click inside the box for the year and select the correct year.

7   Click on "Save and add another" to save the expense and be presented with another blank "Add an expense" screen.

Adding Expense: Cash

1   On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Cash".

2   Click on the arrow for the drop-down menu in the "Category name" box. Either choose a category from the selection list provided or type in a name of your choice.

3   Click on the arrow for the drop-down menu in the "Frequency" box and select "Weekly".

4   Click inside the box for the "Amount" and type in $100.

5   Click on "f" for Friday to select Friday as the day a cash withdrawal is made each week.

6   Click inside the box under "Start billing" and select the earliest Friday in the future that's highlighted.

7   Scroll down and click "Save and add another" to save the expense and be presented with another blank "Add an expense" screen.

Adding Expense: Save

1   On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Save".

2   Click on the arrow for the drop-down menu in the "Category name" box and select "Insurance/Investments/Savings".

3   Click on the arrow for the drop-down menu in the "Frequency" box and select "Weekly".

4   Click inside the box for the "Amount" and type in $25.

5   Click on "f" for Friday to select Friday as the day of the week.

6   Click inside the box under "Start billing" and select the earliest Friday in the future that's highlighted.

7   Scroll down and click "Save and add another" to save the expense and be presented with another blank "Add an expense" screen.

Adding Expense: Recreation

1   On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Recreation".

2   Click on the arrow for the drop-down menu in the "Category name" box. Either choose a category from the selection list provided or type in a name of your choice.

3   Click on the arrow for the drop-down menu in the "Frequency" box and select "Weekly".

4   Click inside the box for the "Amount" and type in $75.

5   Click on "f" for Friday to select Friday as the day of the week.

6   Click inside the box under "Start billing" and select the earliest Friday in the future that's highlighted.

7   Scroll down and click "Save and add another" to save the expense and be presented with another blank "Add an expense" screen.

Adding Expense: Weekend Getaway

1 On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Weekend Getaway".

2 Click on the arrow for the drop-down menu in the "Category name" box. Either choose a category from the selection list provided or type in a name of your choice.

3 Click on the arrow for the drop-down menu in the "Frequency" box and select "Annually".

4 Click inside the "pay with credit card" box to select it as the form of payment.

5 Click on the name of the credit card that was created previously.

6 Click inside the box for the "Amount" and type in $600.

7 Click inside the box below "Start billing" and select the 2nd Friday of March.

8 Click "Save and add another" to save the expense and be presented with another blank "Add an expense" screen.

Adding Expense: Medications/Dental/Vision Care

1   On the blank "Add an expense" screen, click inside the "Reference name" box and type in "Medications/Dental/Vision Care".

2   Click on the arrow for the drop-down menu in the "Category name" box. Either choose a category from the selection list provided or type in a name of your choice.

3   Click on the arrow for the drop-down menu in the "Frequency" box and select "Bi-monthly".

4   Click inside the box for the "Amount" and type in $200.

5   Click on the 2nd radio button below "Enter day of payment" and select "Second" and "Thursday" of the month.

6   Select the next calendar month under "Start billing". If the calendar year selected in the box for the year is incorrect, click on the box to select the correct calendar year.

7   Scroll down and click "Save".

8   The screen displayed will be the "Expense list" which shows the categories for the expenses. "Medications/Dental/Vision" Care was the expense entered in which "Save" was selected, so this expense and the other expenses in the same category are displayed.

money measures INC

Don't Just Break Even, Break Free

Lifestyle Budg... ⑦

| Overview | Income / Expense management ▾ | Reports ▾ | Wish list |

Expense list

Select expenses to add

▶ Debts/Credit (1)	**+**
▶ Fun & leisure (2)	**+**
▶ Insurance/Investments/Savings (3)	**+**
▶ Other financial obligations (4)	**+**
▶ Other money out (4)	**+**
▶ Personal care (1)	**+**
▶ Utilities (1)	**+**

* Amount(s) customized for this expense. Amount displayed is default amount entered. Review amount(s) regularly to ensure reports accurately reflect planned expenses.

Lifestyle Budget   edit and share file details

When creating a budget that is more true-to-life, a more comprehensive list of expenses to consider can be viewed by clicking on the "Income/Expense management" menu and clicking on "Select expenses to add".

![money measures INC logo]

Don't Just Break Even, Break Free

Lifestyle Budg...   ⊙

| Overview | Income / Expense management ▾ | Reports ▾ | Wish list |

My account | Help ▾ | Sign out

Select expenses to add

Select expenses to add:

▼ Debts/Credit
- ☐ American express - old debt
- ☐ Automobile loan
- ☐ Bill in arrears
- ☐ Line of credit - old debt
- ☐ Mastercard - old debt
- ☐ Mortgage
- ☐ Student loan
- ☐ Visa - old debt

add new

▼ Fun & leisure
- ☐ Dining out
- ☐ Magazine/Newspaper subscriptions
- ☐ Membership fees (gym, clubs, other)
- ☐ Other leisure/recreation activities
- ☐ Pets - licenses, food, vet
- ☐ Travel/Vacation

add new

▼ Insurance/Investments/Savings
- ☐ Auto league
- ☐ Automobile insurance
- ☐ Emergency reserve
- ☐ Health/Benefits insurance plan
- ☐ Home insurance
- ☐ Life insurance
- ☐ Savings

add new

▼ Network
- ☐ Computer/Electronics
- ☐ Internet
- ☐ Telephone - cell
- ☐ Telephone - land line

▼ Other money out
- ☐ Accountant
- ☐ Charitable donations
- ☐ Equipment and appliances
- ☐ Gifts - birthdays and anniversaries
- ☐ Gifts - seasonal
- ☐ Home furnishings
- ☐ Renovations

add new

▼ Personal care
- ☐ Clothes
- ☐ Dental care
- ☐ Food (not fast food) & groceries
- ☐ Medications
- ☐ Vision care

add new

▼ Taxes, licenses, permits, fees
- ☐ Bank fees
- ☐ Condo fees
- ☐ Credit card fees
- ☐ Dog/other pet licence
- ☐ Drivers license
- ☐ Income tax installment
- ☐ Parking
- ☐ Property taxes
- ☐ Public transportation
- ☐ Vehicle plate permit

add new

▼ Utilities
- ☐ Hydro
- ☐ Natural gas/oil/heating
- ☐ Water

Existing expenses
Car Insurance
Car Loan
Car Maintenance
Cash
Clothes
Electronics
Food & Groceries
Gas for Car
Home insurance
Hydro
Medications/Dental/Vision Care
Phone/Internet/TV
Recreation
Rent
Save
Weekend Getaway

Assign Expenses as being Essential or Discretionary Spending

1   Click on the arrow beside "Income/Expense management" and select "Essential/Discretionary expenses".

2   On the next screen, assign all of the expenses entered as "Essential" or "Discretionary" and click "save".
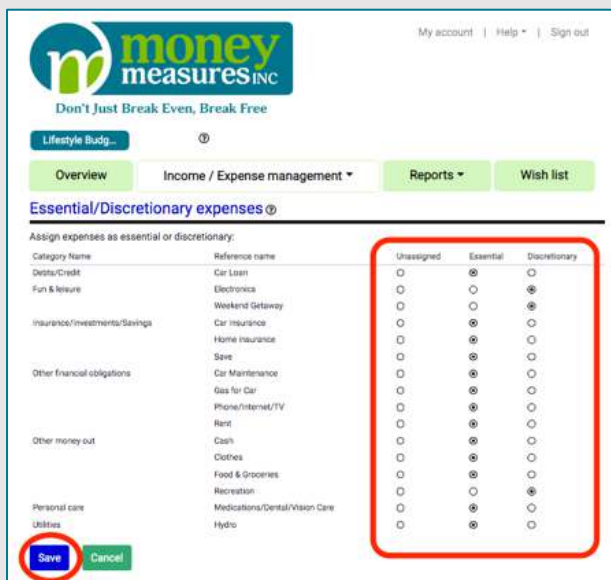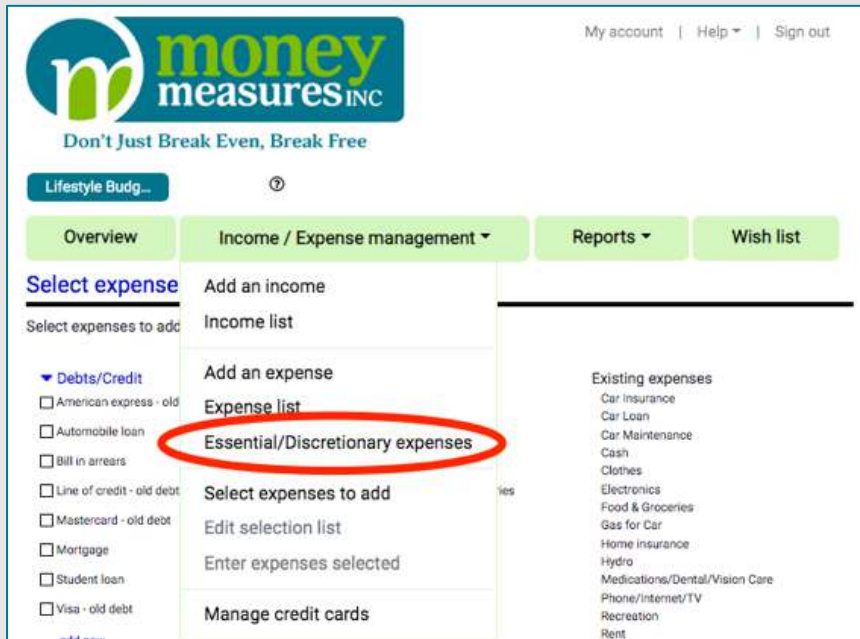
Understanding Spending Overview Screen

Within the "Lifestyle Budget" file, click on the Overview screen if you aren't already on the Overview screen. Review the information on the Overview screen and consider the following:

1. Is the amount of planned spending for the coming year more than, less than or equal to the amount of money that's expected to be coming in during the coming year?

2. How much money will be spent on needs-based spending and how much will be spent on wants-based spending?

3. According to the "Expenses by Category" pie chart, what is the percentage break down of spending based on category?
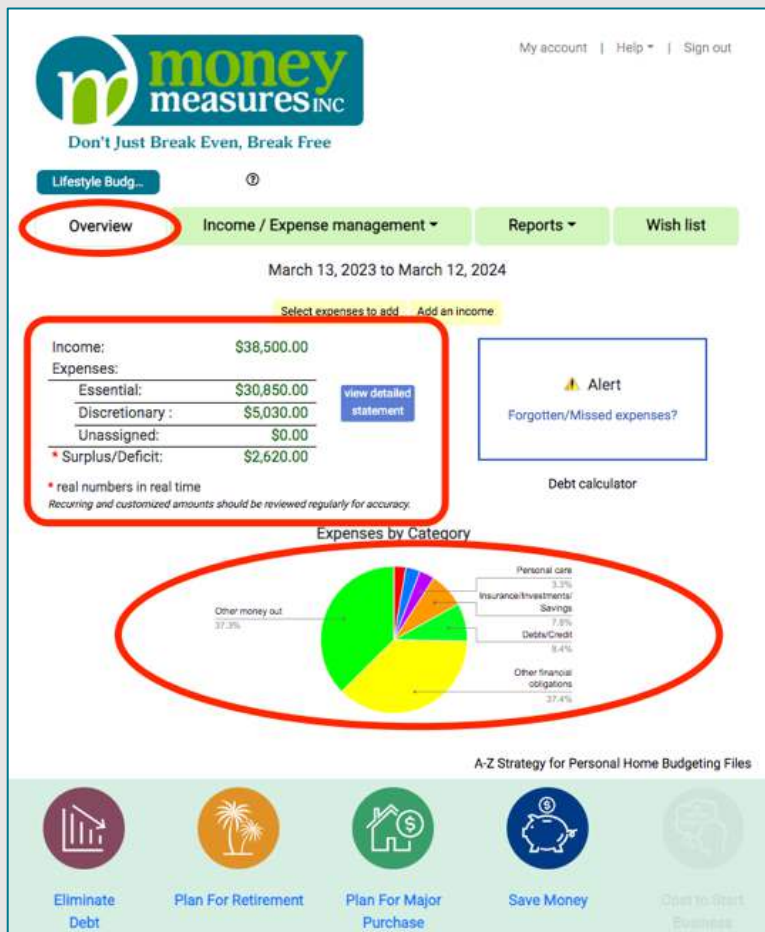
Understanding Spending
Monthly Report

Within the "Lifestyle Budget" file, click on the arrow beside the menu item "Reports" and select "Monthly".

There are two options for viewing the monthly expense information when at least one expense is paid for using a credit card:

1 "use credit card payment date"
2 "use expense payment date"

In the "Lifestyle Budget" file, the "use credit card payment date" is pre-selected within the monthly report because at least one expense is paid using a credit card. The amounts listed in the "Expense" column when "use credit card payment date" is selected represent the amount of money that will actually be flowing out of the bank account based on the method of payment used, which includes making the credit card payment on the credit card payment due date and for the amount of the expenses that will be charged to it.

The amounts listed in the "Expense" column when "use expense payment date" is selected represent the amount of the expenses that will be incurred for the month.

At the bottom of the monthly report, there is a visual representation of the income and expense information by month.

Left panel:

Lifestyle Budg... ⑦

Overview | Income / Expense management ▾ | Reports ▾ | Wish list

checklist | weekly | monthly | annual | cashflow

use credit card payment date | use expense payment date

Monthly

Note: This report factors in the amount(s) entered for each expense and income. Recurring and customized amounts should be reviewed regularly to ensure accuracy of the amounts and this report.

(real-time forecast)

starting today | custom start date

March 13, 2023 to March 12, 2024

	Income	Expense	Surplus/Deficit
March 13 - 31, 2023	2,100.00	3,330.00	(1,230.00)
April 2023	2,925.00	3,175.00	(250.00)
May 2023	2,800.00	2,425.00	375.00
June 2023	3,500.00	3,125.00	375.00
July 2023	2,925.00	2,475.00	450.00
August 2023	3,500.00	2,925.00	575.00
September 2023	2,800.00	2,675.00	125.00
October 2023	2,925.00	3,025.00	(100.00)
November 2023	3,500.00	2,725.00	775.00
December 2023	3,600.00	3,175.00	425.00
January 2024	3,725.00	2,550.00	1,175.00
February 2024	3,500.00	3,050.00	450.00
March 1 - 12, 2024	700.00	1,225.00	(525.00)
Report Total:	38,500.00		2,620.00

show year 2

Legend: Monthly Income, Monthly Expenses

Right panel:

Lifestyle Budg... ⑦

Overview | Income / Expense management ▾ | Reports ▾ | Wish list

checklist | weekly | monthly | annual | cashflow

use credit card payment date | **use expense payment date**

Monthly

Note: This report factors in the amount(s) entered for each expense and income. Recurring and customized amounts should be reviewed regularly to ensure accuracy of the amounts and this report.

(real-time forecast)

starting today | custom start date

March 13, 2023 to March 12, 2024

	Income	Expense	Surplus/Deficit
March 13 - 31, 2023	2,100.00	3,580.00	(1,480.00)
April 2023	2,925.00	3,325.00	(400.00)
May 2023	2,800.00	2,425.00	375.00
June 2023	3,500.00	3,175.00	325.00
July 2023	2,925.00	2,425.00	500.00
August 2023	3,500.00	2,925.00	575.00
September 2023	2,800.00	2,775.00	25.00
October 2023	2,925.00	2,925.00	0.00
November 2023	3,500.00	2,725.00	775.00
December 2023	3,600.00	3,275.00	325.00
January 2024	3,725.00	2,550.00	1,175.00
February 2024	3,500.00	2,950.00	550.00
March 1 - 12, 2024	700.00	2,025.00	(1,325.00)
Report Total:	38,500.00	37,080.00	1,420.00

show year 2

Legend: Monthly Income, Monthly Expenses

Understanding Spending
Annual Report

Within the "Lifestyle Budget" file, click on the arrow beside the menu item "Reports" and select "Annual".

There are two options for viewing the "Income and Expense Forecast" when at least one expense is paid for using a credit card:

1   "use credit card payment date"
2   "use expense payment date"

In the "Lifestyle Budget" file, the "use credit card payment date" is pre-selected within the annual summary because at least one expense is paid using a credit card. The expense information when "use credit card payment date" is selected represents the expenses that will be paid for within the date range selected and factors in the date(s) on which credit card payments will be made and what the amount of those credit card and non-credit-card expenses will be.

The expense information when "use expense payment date" is selected, represents the amount of expenses that will actually be incurred within the date range selected.

Left screenshot:

Lifestyle Budg... ⑦

| Overview | Income / Expense management ▾ | Reports ▾ | Wish list |

checklist | weekly | monthly | annual | cashflow

use credit card payment date | **use expense payment date**

Annual

Note: This report factors in the amount(s) entered for each expense and income. Recurring and customized amounts should be reviewed regularly to ensure accuracy of the amounts and this report.

Income and Expense Forecast
Mar 13, 2023 to Mar 12, 2024

Income

Job income	$ 38,000.00
Tax benefit payment	500.00
TOTAL INCOME:	$ 38,500.00

Expenses

Other financial obligations

Car Maintenance	$ 300.00
Gas for Car *(paid by Green Card)*	2,600.00
Phone/Internet/TV	1,800.00
Rent	9,000.00
	$13,700.00

Other money out

Recreation	$ 3,900.00
Food & Groceries *(paid by Green Card)*	2,800.00
Clothes	1,800.00
Cash	5,200.00
	13,700.00

Utilities

Hydro	$ 950.00
	950.00

Fun & leisure

Weekend Getaway *(paid by Green Card)*	$ 600.00
Electronics	1,130.00
	1,730.00

Debts/Credit

Car Loan	$ 3,000.00
	3,000.00

Personal care

Medications/Dental/Vision Care	$ 1,200.00
	1,200.00

Insurance/Investments/Savings

Car Insurance	$ 1,200.00
Home insurance	300.00
Save	1,300.00
	2,800.00
TOTAL EXPENSES:	$ 37,080.00
SURPLUS/DEFICIT:	$ 1,420.00

Right screenshot:

Lifestyle Budg... ⑦

| Overview | Income / Expense management ▾ | Reports ▾ | Wish list |

checklist | weekly | monthly | annual | cashflow

use credit card payment date | use expense payment date

Annual

Note: This report factors in the amount(s) entered for each expense and income. Recurring and customized amounts should be reviewed regularly to ensure accuracy of the amounts and this report.

Income and Expense Forecast
Mar 13, 2023 to Mar 12, 2024

Income

Job income	$ 38,000.00
Tax benefit payment	500.00
TOTAL INCOME:	$ 38,500.00

Expenses

Other financial obligations

Car Maintenance	$ 300.00
Gas for Car *(paid by Green Card)*	2,600.00
Phone/Internet/TV	1,800.00
Rent	9,000.00
	$13,700.00

Other money out

Recreation	$ 3,900.00
Food & Groceries *(paid by Green Card)*	2,800.00
Clothes	1,800.00
Cash	5,200.00
	13,700.00

Utilities

Hydro	$ 950.00
	950.00

Fun & leisure

Weekend Getaway *(paid by Green Card)*	$ 600.00
Electronics	1,130.00
	1,730.00

Debts/Credit

Car Loan	$ 3,000.00
	3,000.00

Personal care

Medications/Dental/Vision Care	$ 1,200.00
	1,200.00

Insurance/Investments/Savings

Car Insurance	$ 1,200.00
Home insurance	300.00
Save	1,300.00
	2,800.00
TOTAL EXPENSES:	$ 37,080.00
SURPLUS/DEFICIT:	$ 1,420.00

How to use the Annual Report "Income and Expense Forecast"

In the Money Measures Web App, the "Income and Expense Forecast" is what most people would call a "budget". The "Income and Expense Forecast" can be used to refine a budget. This includes:

– Refining a budget as it is being created initially, in particular, reviewing the big picture when it comes to expenses. The "Income and Expense Forecast" is a snapshot of all planned expenses.
– Refining a budget in response to life events, such as a job change, a change in residence, making a major purchase, the increase or decrease in rent or mortgage payments, managing inflation, etc.
– Identifying incomes and expenses for which amounts may need to be changed as actual amounts become known, such as for utilities and any insurance policies that are up for renewal.

In the "Lifestyle Budget" file, what options exist to reduce spending if something unexpected happens, such as a car repair being needed?

A review of the "Income and Expense Forecast" may indicate there are incomes and/or expenses to be added, deleted or changed. The instructions for doing these are below.

Adding an income

1 Click on the arrow to the right of "Income/Expense management" and select "Add an income".
2 Add information about the income to the "Add an income" screen and save the income entry.

Deleting an income

1 Click on the arrow to the right of "Income/Expense management", select "Income list" and click "delete" that is to the right of the income to be deleted.
2 On the next screen, click "Confirm" if the income entry is to be deleted or click "Cancel" if the income entry should not be deleted.

Changing information for an income entry

1 Within the annual "Income and Expense Forecast", the incomes are active links that lead to the "Edit an Income" screen. Click on the income that needs to be changed.
2 On the "Edit an income" screen, change the information that needs to be changed.
3 Click "Save Update" to save the changes or click "Cancel" if the original income information is to be retained and the changes discarded.

Adding an expense

1. Click on the arrow to the right of "Income/Expense management" and select "Add an expense".
2. Add information about the expense to the "Add an expense" screen and save the expense entry.

Deleting an expense

1. Click on the arrow to the right of "Income/Expense management" and select "Expense list".
2. Click on the arrow to the left of the category where the expense is listed to expand the list of expenses within the category.
3. Click "delete" that is to the right of the expense to be deleted.
4. On the next screen, click "Confirm" if the expense is to be deleted. Click "Cancel" if it's decided the expense shouldn't be deleted.

Date range for the "Income and Expense Forecast"

To get a snapshot of the outlook for a specific point in time, a specific date range can be selected. At the bottom of the "Income and Expense forecast" click in the box to the right of "View Date From" and/or the box to the right of "To" to change the date range for this summary.

Changing information for an expense entry

1. Within the annual "Income and Expense Forecast", the expenses are active links that lead to the "Edit an expense" screen. Click on the expense that needs to be changed.
2. On the "Edit an expense" screen, change the information that needs to be changed.
3. Click "Save update" to save the changes or click "Cancel" if the original expense information is to be retained and the changes discarded.

Cash Flow Forecast

To optimize the income someone expects to receive in a year, doing a cash flow forecast for a year is possible in the Money Measures Web App. Some people say, "money runs out before the month does." Our motto for every day is that we don't want money to run out before a year does.

Within the "Lifestyle Budget" file, click on the arrow beside the menu item "Reports" and select "Cash flow forecast".

A cash flow forecast using the Money Measures Web App shows how money is expected to flow into and out of a bank account chronologically in real-time, based on the income and expense information entered. The forecast includes a calculation of what the bank balance will be after each transaction. These features make it possible to identify green light, yellow light, and red light moments.

Green light moments are points in time when money is available for spending and the spending won't jeopardize the ability to pay for the other upcoming expenses in the spending plan.

Yellow light moments are points in time when caution needs to be exercised with personal finances based on the money in the bank account. There is a risk that spending money on things that are over and above the spending plan may lead to an overdraft situation or a situation where the money isn't in the bank to pay for expenses that are in the spending plan.

Red light moments are points in time when the cash flow forecast indicates the bank account would be in overdraft. It provides the opportunity to be proactive in looking for ways to modify spending to prevent an overdraft situation.

If a green light moment is identified, it is important to review the "Forecasted Bank Balance" with the new spending in mind to make sure new spending will not create any yellow or red light moments.

When information is tailored to your personal situation, the cash flow forecast becomes your spending plan. It's your roadmap that's the path to reaching your financial goals. You can see how unplanned spending will take you off course, but also what needs to happen to get back on track. You can also see how money that appears to be "extra money" today may actually be needed for something in the near future.

It can be used like a money-manager-in-your pocket that is with you everywhere you go. When the income and expense information is kept current and relevant, you can review the cash flow forecast when something unexpected happens in order to react quickly and decisively in the moment.

There are two options for viewing the "Cash flow forecast" when at least one expense is paid for using a credit card:

1   "use credit card payment date"
2   "use expense payment date"

In the "Lifestyle Budget" file created in this module, the "use credit card payment date" is pre-selected within the cash flow forecast because at least one expense is paid using a credit card. The expense information when "use credit card payment date" is selected represents the expenses that will be paid chronologically in real-time and factors in the date(s) on which credit card payments will be made and what the amount of those credit card and non-credit-card expense payments will be. Scroll through the cash flow forecast looking at the dates on the left column. Look for the date of the credit card payment to see how it appears in the forecast.

When "use expense payment date" is selected, the expenses appear chronologically as they will be incurred in real-time.

Identifying Green Light, Yellow Light and Red Light Moments

No Expenses Charged to Credit Cards:
If you want to use the Money Measures Web App to identify green light, yellow light, and red light moments and expenses do not get charged to a credit card, the "Cash flow forecast" you are presented with when you select it can be used.

One or more Expense is Charged to a Credit Card:
If you want to use the Money Measures Web App to identify green light, yellow light, and red light moments, and at least one expense is charged to a credit card, the "Cash flow forecast" to use is the one with "use credit card payment date" selected.

How to use the "Cash flow forecast"

The "Cash flow forecast" can be used to refine a budget. This includes:

- Refining a budget and spending plan as it is being created initially.

- Refining a budget and spending plan in response to life events, such as a job change, a change in residence, making a major purchase, the increase or decrease in rent or mortgage payments, managing inflation, etc.

- Refining a budget and spending plan by identifying and managing green light, yellow light, and red light moments. Is a point-in-time spending reduction all that's needed? Can a bill be paid a day or two later to coincide with a pay deposit? Is a spending overhaul called for?

- Identifying incomes and expenses for which amounts may need to be changed as actual amounts become known.

Use the "Cash flow forecast" to Refine a Budget

The instructions below can be used for the "Lifestyle Budget" created as part of this module. The "Cash flow forecast" to use for the "Lifestyle Budget" exercise is the one with "use credit card payment date" selected.

The instructions can also be applied to a budget and spending plan that is being tailored to personal circumstances.

1   Enter the "true" current bank balance, also known as the reconciled bank balance.*   If the opening and closing bank balance aren't appearing on the "Cash flow forecast" screen, click inside the "show bank balance" box on the "Cash flow forecast screen". On the next screen, click inside the first radio button and enter the reconciled bank balance in the box. Click "Save". If the opening and closing bank balance are already displayed on the "Cash flow forecast" screen but the opening bank balance is incorrect, type the correct amount in the "Opening bank balance" box and click "apply".

* Reconciled bank balance

The reconciled bank balance is otherwise referred to in this module as the "true" current bank balance.

Identifying green light, yellow light and red light moments in the Money Measures Web App can only be done if the reconciled bank balance is used as the opening bank balance in the "Cash flow forecast".

The amount to use as the reconciled bank balance is calculated by subtracting the following from the "Balance forward" amount on the bank account:
  – The amount of any uncashed cheques.
  – The amount of a pre-authorized payment that is in the queue for the same day as the "Balance forward" amount is retrieved for the bank account.
  – The amount of money that the financial institution has put a hold on that is included in the "Balance forward" amount.

2 Once the reconciled bank balance has been entered, note the opening and closing bank balance on the "Cash flow forecast" screen.
   a) If the closing bank balance will be greater than the opening bank balance, then less money is expected to be going out than what is expected to be coming in for the date range selected. There will be a surplus.
   b) If the closing bank balance will be less than the opening bank balance, then more money is expected to be going out than what's expected to be coming in for the date range selected. There will be a deficit.

3 Once the reconciled bank balance has been entered, review the column "Forecasted Bank Balance" which displays what the bank balance will be after each transaction of money coming into and going out of the bank account.

4 As part of the "Forecasted Bank Balance" review, look for green light, yellow light, and red light moments.

> ⚠️ Even if the closing balance will be greater than the opening balance, the forecast should still be reviewed. Red light moments can exist even if less money will be spent in a year than what is coming in.

In the "Lifestyle Budget" file, review the Cash Flow forecast for the coming year.

– Are there any green light, yellow light and/or red light moments?
– What options exist for reducing spending if something unexpected happens such as a car repair being needed?

Reviewing "Cash flow forecast" to Ensure Information is Current and Relevant

A review of the "Cash flow forecast" may indicate there are incomes and/or expenses to be added, deleted or changed. The instructions for doing these are below.

Adding an income

1. Click on the arrow to the right of "Income/Expense management" and select "Add an income".
2. Add information about the income to the "Add an income" screen and save the income entry.

Deleting an income

1. Click on the arrow to the right of "Income/Expense management", select "Income list" and click "delete" that is to the right of the income to be deleted.
2. On the next screen, click "Confirm" if the income entry is to be deleted or click "Cancel" if the income entry should not be deleted.

Changing information for an income entry

1. Within the "Cash flow forecast", click on the income that needs to be changed.
2. On the "Edit an income" screen, change the information that needs to be changed.
3. Click "Save Update" to save the changes or click "Cancel" if the original income information is to be retained and the changes discarded.

Adding an expense

1 Click on the arrow to the right of "Income/Expense management" and select "Add an expense".
2 Add information about the expense to the "Add an expense" screen and save the expense entry.

Deleting an expense

1. Click on the arrow to the right of "Income/Expense management" and select "Expense list".
2. Click on the arrow to the left of the category where the expense is listed to expand the list of expenses within the category.
3. Click "delete" that is to the right of the expense to be deleted.
4. On the next screen, click "Confirm" if the expense is to be deleted. Click "Cancel" if it's decided the expense shouldn't be deleted.

Changing information for an expense entry

1   Within the "Cash flow forecast", click on the expense that needs to be changed.
2   On the "Edit an expense" screen, change the information that needs to be changed.
3   Click "Save update" to save the changes or click "Cancel" if the original expense information is to be retained and the changes discarded.

"Cash flow forecast" and Date Range

The default date range for the "Cash flow forecast" is a calendar year. To extend the end date for the "Cash flow forecast", scroll to the bottom of the page and click "extend by 365 days".

Refine a budget using the forgotten/missed expenses prompt

The Money Measures Web App has a forgotten/missed expenses prompt.

Within the "Lifestyle budget" file, click on the Overview screen. On the Overview screen, click on the "Forgotten/missed expenses" link. Review the list of expenses generated by the Money Measures Web App for possible expenses to add.
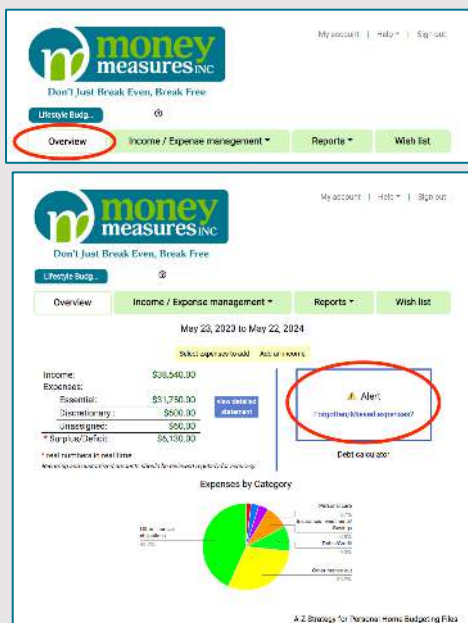
Forgotten/Missed Expenses

The following expenses have been entered or are on the list to be entered:

Car Maintenance	Hydro	Weekend Getaway
Gas for Car	Food & Groceries	Clothes
Medications/Dental/Vision Care	Car Loan	Phone/Internet/TV
Electronics	Car Insurance	Rent
Cash	Home insurance	Save
Bank fees		

The following expenses have not been detected. The expense(s) can be dismissed or clicked on to be entered as an expense. An item that is not dismissed or entered as an expense will remain on the "Forgotten/missed expenses?" list for future consideration. Note: Have all preauthorized payment expenses been accounted for?

Accountant	dismiss
Auto league	dismiss
Automobile - gas	dismiss
Charitable donations	dismiss
Children	dismiss
Dental care	dismiss
Drivers license	dismiss
Education - tuition, training, supplies	dismiss
Emergency Reserve	dismiss
Equipment and appliances	dismiss
Food (not fast food) & groceries	dismiss
Health/benefits insurance plan	dismiss
Home furnishings	dismiss
Home/yard maintenance	dismiss
Income tax installment	dismiss
Internet	dismiss
Life insurance	dismiss
Medications	dismiss
Natural gas/oil/heating	dismiss
Pets - licenses, food, vet	dismiss
Savings	dismiss
Telephone	dismiss
Television	dismiss
Travel/vacation	dismiss
Vehicle plate permit	dismiss
Vision care	dismiss
Water	dismiss

Close

Manage Credit Cards

Note: Accounting for the use of credit cards in this module is being done for illustrative purposes and should not be taken as an endorsement for paying expenses using credit cards.

Within the "Lifestyle Budget" file created as part of this module, click on the arrow to the right of "Income/Expense management" and select "Manage credit cards".
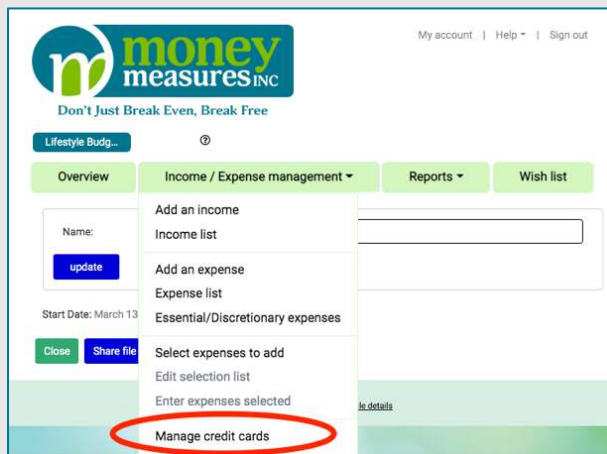
After selecting "Manage credit cards", the next screen is the "Credit card list".

The "Credit card list" lists the following information about the credit cards that have been created in a budget file:
– The name of the card.
– The statement date for the card.
– The day of the month that a payment is typically made on the credit card. The credit card payment will be on this day in the cash flow forecast.
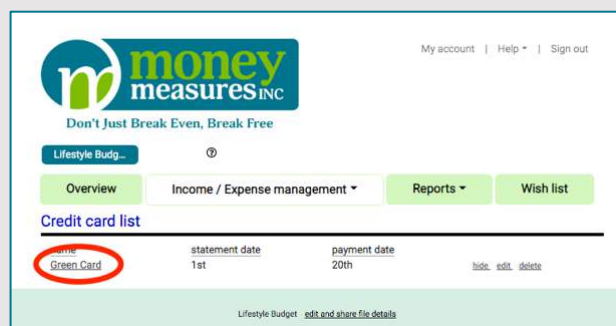
To view the expenses that are in the forecast to be charged to the credit card, click on the name of the credit card within the "Credit card list". Click on the double arrows on the right of the screen that are pointing to the right to view the credit card statements for the months in the future. If applicable, click on the double arrows on the left of the screen that are pointing to the left to go back to a previous credit card statement.

To view the details of a specific expense and/or to change one or more of the payment details for an expense, click on the expense. You will be taken to the "Edit an expense" screen where you can view the payment details and change them.

Note: If an expense should be on a credit card statement and it isn't, it could be that the box beside "pay with credit card" wasn't checked off when the expense was added or last changed. To check this, locate the expense on the "Expense list", put it into edit, and check off the box beside "pay with credit card" if it isn't checked off.

Working Budget and Spending Plan Tailored to Your Situation

When a working budget and spending plan is created that is tailored to your situation, any new spending that is being charged to a credit card that is over and above the expenses previously entered in the budget file can be added using the "Add an expense" worksheet. From any screen in the Money Measures Web App, the "Add an expense" worksheet can be accessed by clicking on the arrow to the right of "Income/Expense management" and selecting "Add an expense".

Forecasted/estimated amounts for previously entered expenses can be changed to the actual amount of the expense as it becomes known using the "Edit an expense" worksheet. Example: Learning the actual amount of an insurance policy that is renewing.

- The "Edit an expense" worksheet can be accessed by clicking on the arrow to the right of "Income/Expense management", selecting "Expense list", expanding the category where the expense is located and clicking on the "edit" that is to the right of the expense.
- On the "Edit an expense" screen, change the amount within the box beside "Amount" if it's a 1-time payment. If the expense involved is a regularly incurred expense (eg. a weekly or monthly expense), the "customized payment amounts" box must be checked off in order to change the amount on a specific date. Click "edit billing" to be presented with the dated boxes and change the amount for the applicable date.

Edit an expense ⑦

* Reference name:	Cash
* Category name:	Other money out
Frequency:	Weekly ⑦
Amount:	100.00

☐ there is a renewable contract

☐ pay with credit card

☑ customized payment amounts
☐ calculate using spreadsheet

* | s | m | t | w | t | f | s |

* Start billing: ⑦

17/03/2023

* Stop billing
Never

Customize payments

Display from	2023-03-13	to	2025-03-12

To customize an amount, click on the box and type in the custom payment amount.

Mar 17 2023	Mar 24 2023	Mar 31 2023	Apr 7 2023	Apr 14 2023	Apr 21 2023	Apr 28 2023
95	100.00	100.00	100.00	100.00	100.00	100.00
May 5 2023	May 12 2023	May 19 2023	May 26 2023	Jun 2 2023	Jun 9 2023	Jun 16 2023
100.00	100.00	100.00	100.00	100.00	100.00	100.00
Jun 23 2023	Jun 30 2023	Jul 7 2023	Jul 14 2023	Jul 21 2023	Jul 28 2023	Aug 4 2023
100.00	100.00	100.00	100.00	100.00	100.00	100.00
Aug 11 2023	Aug 18 2023	Aug 25 2023	Sep 1 2023	Sep 8 2023	Sep 15 2023	Sep 22 2023
100.00	100.00	100.00	100.00	100.00	100.00	100.00
Sep 29 2023	Oct 6 2023	Oct 13 2023	Oct 20 2023	Oct 27 2023	Nov 3 2023	Nov 10 2023
100.00	100.00	100.00	100.00	100.00	100.00	100.00
Nov 17 2023	Nov 24 2023	Dec 1 2023	Dec 8 2023	Dec 15 2023	Dec 22 2023	Dec 29 2023
100.00	100.00	100.00	100.00	100.00	100.00	100.00
Jan 5 2024	Jan 12 2024	Jan 19 2024	Jan 26 2024	Feb 2 2024	Feb 9 2024	Feb 16 2024
100.00	100.00	100.00	100.00	100.00	100.00	100.00
Feb 23 2024		Mar 1 2024		Mar 8 2024		Mar 15 2024
100.00		100.00		100.00		100.00

Notes: notes

* required field

Save update | Cancel

Select Expenses to Add

The "Select expenses to add" can be accessed by clicking on the arrow to the right of "Income/Expense management" and selecting "Select expenses to Add". It serves a dual purpose:

1   It is a comprehensive list of expenses that can be used as a short cut to select multiple expenses as quickly as possible and have them queued for entry one after another.
2   It is one of the features in the Money Measures Web App designed to prevent expenses from being missed.

Budget Files

Ten (10) budget files can be created within a Money Measures account.

The cash flow management concept built into the Money Measures Web App is done on the premise that one budget file and the income and expenses entered in it should be representative of one bank account. This makes it possible to identify the green light, yellow light, and red light moments referred to in the "Cash flow forecast" section of this module.

To develop "what if" scenarios, one or more copies of a budget file can be made. The income and expense information to be retained for use in all of the "what if" scenarios should be entered first. Copying a budget file is done from the dashboard. Click the word "copy" that is between the file name and the image of the file that's to be copied, and on the next screen click "Confirm".
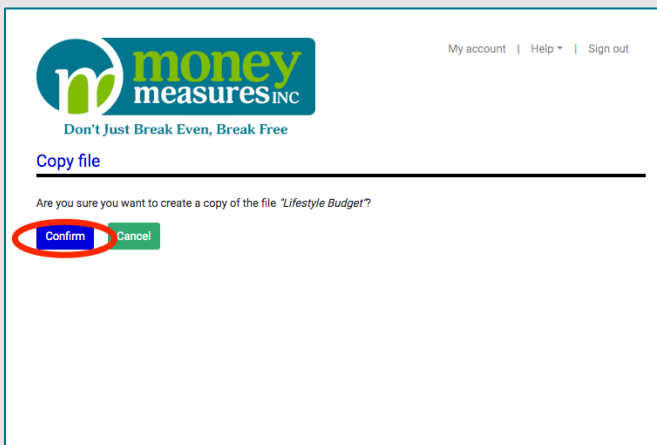
Renaming Budget Files

1   Open the budget file that is to be renamed by clicking on it from the dashboard.

2   Click "edit and share file details" which is displayed at the bottom of every screen within a budget file.

3   Click inside the box beside "Name" and type in the new name for the file.

4   Click "update".
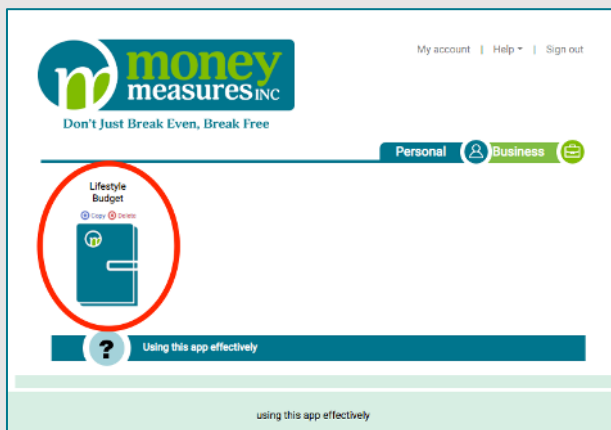
Edit & Delete Income Entries

Income entries can be deleted.

All information related to income entries can be changed:
– Reference name
– Frequency
– Amount
– Dates as well as days of the week or month

Steps to edit the income information or to delete an income entry are as follows:

1   Click on the arrow in "Income/Expense management" menu and select "Income list".
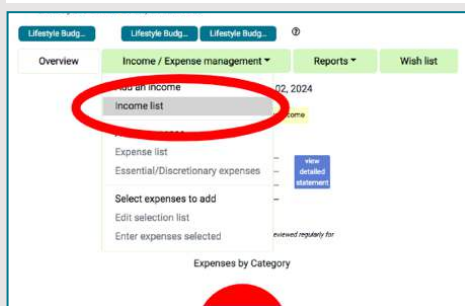
2   To delete an income entry, click the "delete" that is beside the income entry you want to delete. You will be prompted to confirm you want the income entry deleted. If you have decided not to delete the income entry or you selected it in error, click "cancel" and the income entry will not be deleted. Otherwise, click "Confirm" to have the income entry deleted.
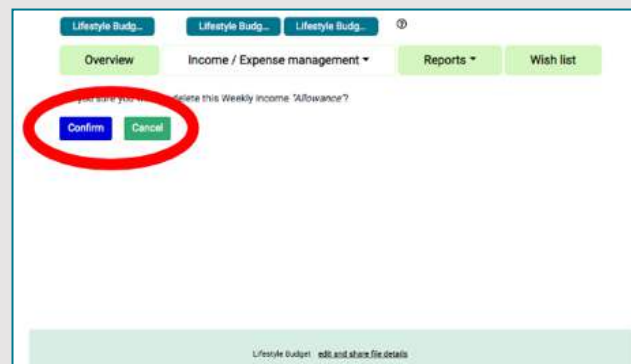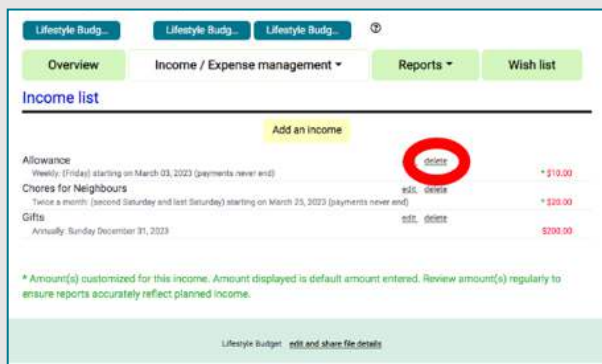
3   To edit the income entry, click the "edit" that is beside the income entry on the "Income list" that you want to edit and the "Edit an income" screen will be displayed.
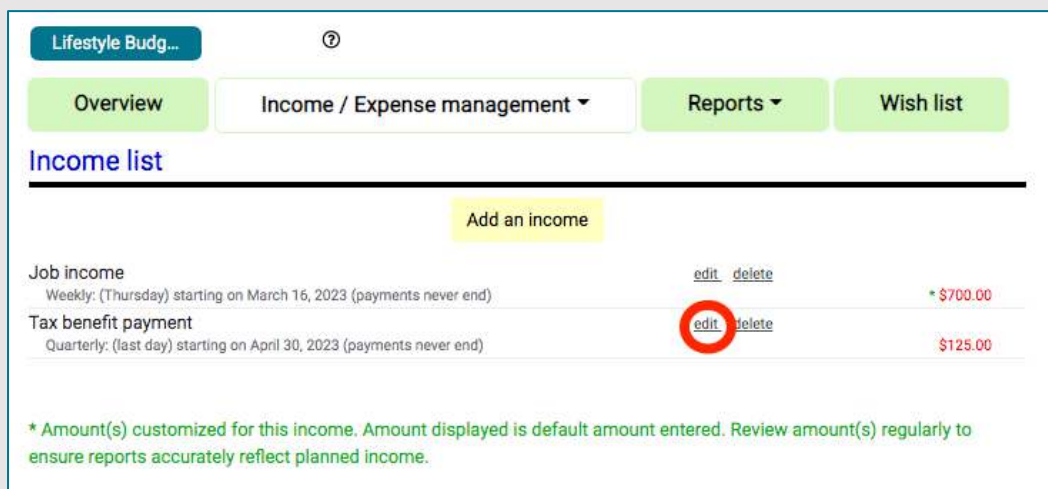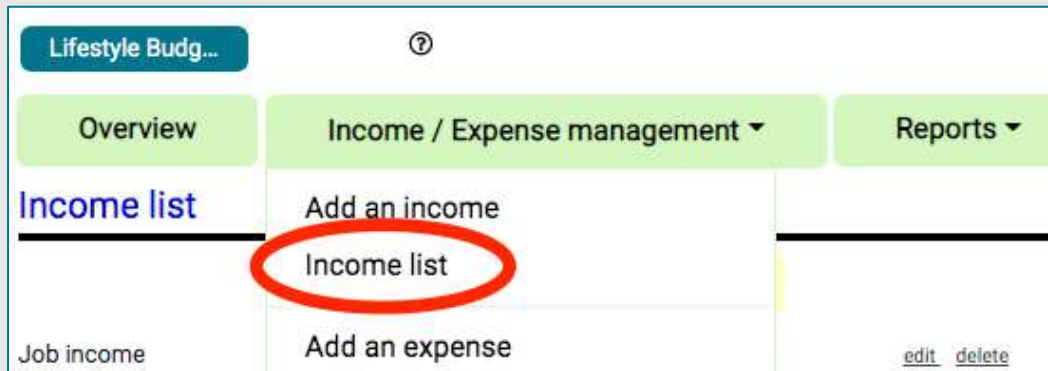
4   To change the reference name, delete the name that is entered in the reference name box and enter another name.

5   To change the frequency, click on the arrow in the "Frequency" box, select the frequency you want to use and change the payment/billing information as needed.

6   To change the amount, click in the "Amount" box and enter the new amount.

7   If the "customized payment amounts" box is selected and you want to change the amount of a customized payment, click "edit billing" to have the series of dated entry boxes displayed. Click on the dated box for which the amount is to be changed and change the amount.

8   If the "Frequency" is to stay the same but the billing information needs to be changed, click "edit billing" to change the billing information. For example, if the frequency is "Weekly" but the day of the week for the payment has changed, click "edit billing", select the day of the week to be used and select a new start date based on the day of the week selected.

9   After entering the new information, click on the "Save Update" button located at the bottom of the screen. If you decide you want to retain the original income entry instead, click "Cancel".

Edit & Delete Expense Entries

Expense entries can be deleted.

All information related to expense entries can be changed:
– Reference name
– Category
– Frequency
– Amount
– Dates as well as days of the week or month

Steps to edit the expense information or to delete an expense entry are as follows:

1 Click on the arrow in "Income/Expense management" menu and select "Expense list".
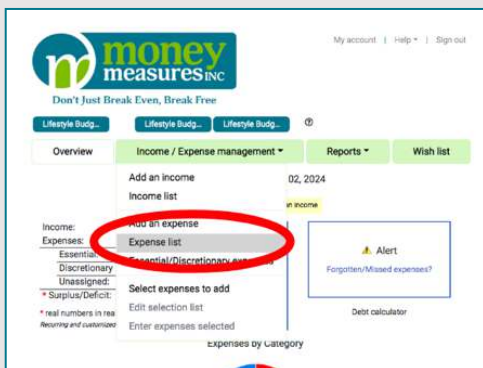
2 Click the arrow to the left of the category where the expense is located that you want to edit or delete and the list of expenses in that category will be displayed.
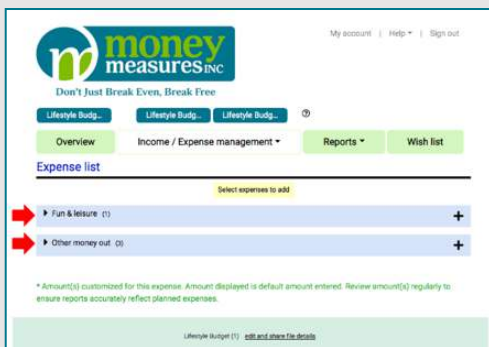
3 To delete an expense entry, click the "delete" that is beside the expense entry you want to delete. You will be prompted to confirm you want the expense entry deleted. If you have decided not to delete the expense entry or you selected it in error, click "cancel" and the expense entry will not be deleted. Otherwise, click "Confirm" to have the expense entry deleted.
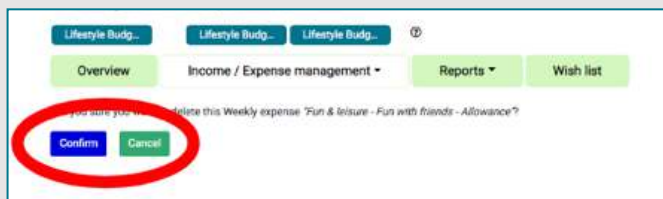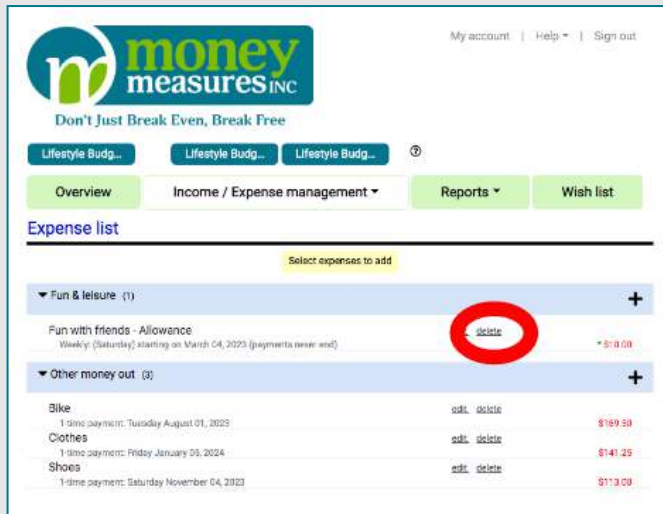
4 To edit the expense entry, click the "edit" that is beside the expense entry on the "Expense list" that you want to edit and the "Edit an expense" screen will be displayed.
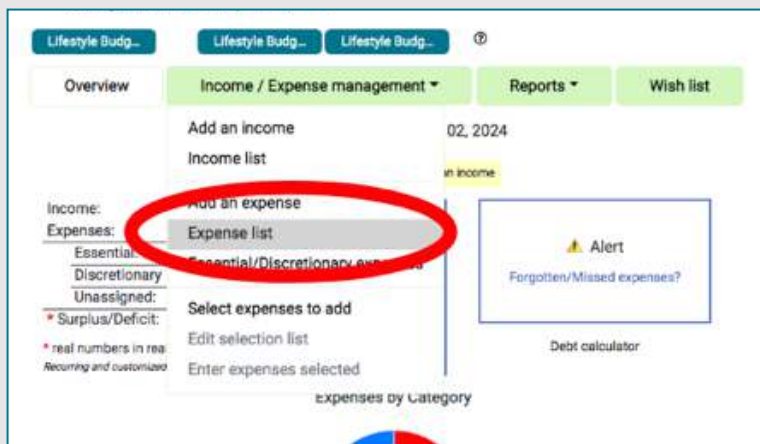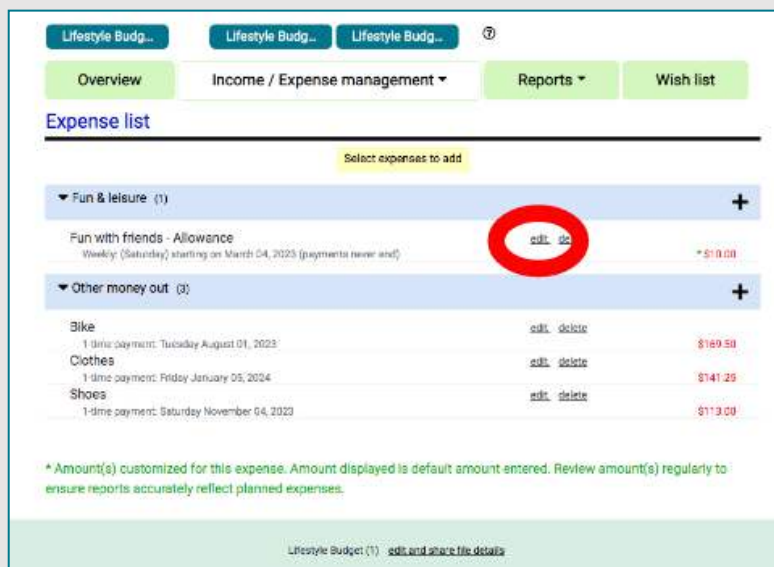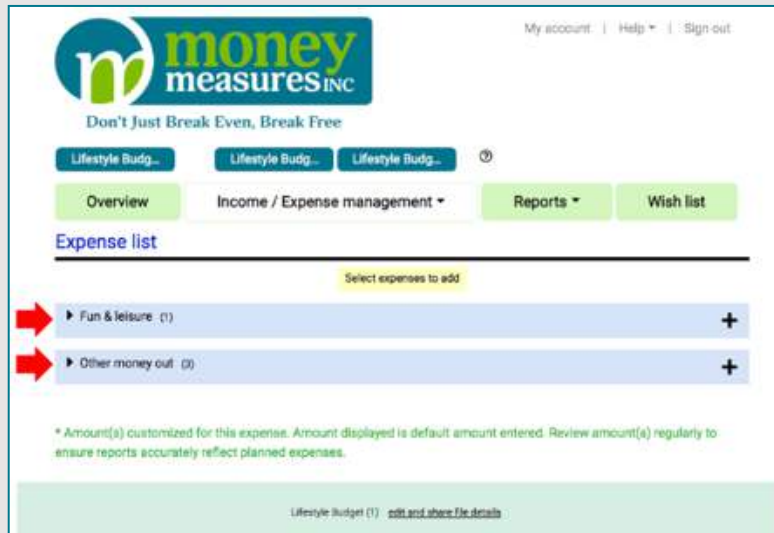
5 To change the reference name, delete the name that is entered in the reference name box and enter another name.

6 To change the category, delete the name that is entered and enter another name.

7 To change the frequency, click on the arrow in the "Frequency" box, select the frequency you want to use and change the payment/billing information as needed.

8 To change the amount, click in the "Amount" box and enter the new amount.

9   If the "customized payment amounts" box is selected and you want to change the amount of a customized payment, click "edit billing" to have the series of dated entry boxes displayed. Click on the dated box for which the amount is to be changed and change the amount.

10 If the "Frequency" is to stay the same but the billing information needs to be changed, click "edit billing" to change the billing information. For example, if the frequency is "Weekly" but the day of the week for the payment has changed, click "edit billing", select the day of the week to be used and select a new start date based on the day of the week selected.

11 After entering the new information, click on the "Save update" button located at the bottom of the screen. If you decide you want to retain the original expense entry instead, click "Cancel".

Screen Captures – Payment Frequencies – Adding Incomes

1-Time Payment

Screen Captures – Payment Frequencies – Adding Incomes

Annually

Screen Captures – Payment Frequencies – Adding Incomes

Bi-Monthly - Every 2 Months

Bi-Monthly - Every 2 Months (Cont'd)

Screen Captures – Payment Frequencies – Adding Incomes

Bi-Weekly - Every 2 Weeks

Screen Captures – Payment Frequencies – Adding Incomes

Daily: 7 Days a Week

Daily: All Week Days

Every 4 Months

Every 4 Months (Cont'd)

Screen Captures – Payment Frequencies – Adding Incomes

Every 4 Weeks

Every 4 Weeks (Cont'd)

Monthly

Monthly (Cont'd)

Screen Captures – Payment Frequencies – Adding Incomes

Quarterly

Screen Captures – Payment Frequencies – Adding Incomes

Semi-Annually

Screen Captures – Payment Frequencies – Adding Incomes

Semi-Annually (Cont'd)

Twice a Month

Twice a Month (Cont'd)

Screen Captures – Payment Frequencies – Adding Incomes

Weekly

Weekly (Cont'd)

Custom Payment Schedule: Repeats Annually

Screen Captures – Payment Frequencies – Adding Incomes

Custom Payment Schedule: 1-Time Payment Schedule

1-Time Payment

Annually

Bi-Monthly - Every 2 Months

Screen Captures – Payment Frequencies – Adding Expenses

Bi-Weekly - Every 2 Weeks

Screen Captures – Payment Frequencies – Adding Expenses

Daily: 7 Days a Week

Daily: All Week Days

Every 4 Months

Every 4 Months (Cont'd)

Screen Captures – Payment Frequencies – Adding Expenses

Every 4 Weeks

Every 4 Weeks (Cont'd)

Monthly

Monthly (Cont'd)

Quarterly

Screen Captures – Payment Frequencies – Adding Expenses

Semi-Annually

Screen Captures – Payment Frequencies – Adding Expenses

Semi-Annually (Cont'd)

Twice a Month

Twice a Month (Cont'd)

Weekly

Weekly (Cont'd)

Custom Payment Schedule: Repeats Annually

Custom Payment Schedule: 1-Time Payment Schedule