

# **Money Manager User Manual: Budgets**

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## Budgets Help

Budgets can help you set realistic monthly spending limits and avoid exceeding those limits. The Budgets tab draws your eye to the areas that need your attention the most: big bubbles represent a larger portion of your monthly budget, and red bubbles have exceeded their monthly allowance.

When you first use Budgets, you have two options:

- Tap **Auto-Generate Budgets** to let the software budget for you, or;
- Tap **No thanks. I'll start from scratch** to create your own budgets.

### Auto-generate budgets

We encourage you to use the auto-generate budgets feature; it will create budgets based on your average spending in each category over the last two months for which there are complete data.

NOTE: The auto-generate feature will be more helpful if you have first added all your accounts and accurately categorized your transactions.

Review your generated budgets and adjust them if necessary. You can decide which categories you do and do not want included. If a category was added during auto-generation that you do not want in your budget, you can delete it.

You may also automatically recalculate your budgets at any time, or delete all your budgets to start from scratch again.

### Starting from scratch

If you choose to start from scratch, the software will present a list of spending categories.

To create budgets from scratch:

1. Tap the + icon to the right of a category to create a budget for it.
  - a. A window will appear with a suggested amount for that category.
2. Enter the amount you'd like to allocate for that category, or simply leave the suggested amount as-is.
3. Tap **Save** to create the budget for that category or **Cancel** if you change your mind.
  - a. The newly created budget will appear at the top of the list in color.
4. Repeat the steps above for all other desired categories.

### Recalculate budgets

If your budgets seem a bit off or you want to take advantage of automatically created budgets, you can use the recalculate feature. In order to make these budgets as accurate as possible, recalculation is based on the last two months for which complete data are available.

To recalculate your budgets:

1. Tap the **Add New Budget** link on the top of the budgets window.
2. Scroll to the bottom of the list that appears.
3. Tap **Recalculate Budgets**.
  - a. You'll see a preview of each newly created budget next to the previous budget amount.
4. Tap **Save** if you'd like to keep these budgets. Tap **Undo** if you change your mind.

## Viewing your budgets

Once you've set up your budgets, you can view and edit them from the main budgets screen where each budget is represented by colorful bubble. Each budget is also available in a list view. By default, you'll see bubble budgets. The benefit of bubble budgets is that they allow you to see both the health and the impact of your budget categories quickly. The larger the bubble, the more of your income it takes up.

For both views, the color of each budget indicates whether you are on track, nearing your budget limit, or over limit:

- Green: below 80%;
- Yellow: between 80-100%;
- Red: over 100%.

To view details and transactions for a particular budget:

1. Select your desired budget to bring up the budget details window.
2. Tap **Transactions** to bring up a list of transactions in that category for the current month.

## List view

The list view allows you to quickly navigate between budgets and sub-budgets to help you get a clear idea of where your money is going. It is especially helpful if you use a screen reader to navigate the software.

Depending on the specific implementation of the software, the list view may appear in several places: on the right side next to the bubble budgets, below the bubble budgets, or hidden below the bubble budgets.

If the list view is hidden, a list view button will appear on the bottom right.

## Editing budgets and creating sub-budgets

You can change budget amounts, create new budgets, create sub-budgets within the main budget, create custom sub-budgets, and delete budgets.

NOTE: If you increase a sub-budget to an amount greater than the main budget, the main budget amount will automatically increase. However, deleting or reducing a sub-budget will not affect the main budget.

To change a budget's amount:

1. Select your desired budget or sub-budget whether represented as a bubble or on the list.
  - a. On mobile, tap the **pencil** icon attached to the category bubble.
2. Tap **Edit Budget**.
  - a. On mobile, drag around the outside of the bubble to increase or decrease the budget.
3. Enter your desired budget amount.
  - a. You'll see your available unbudgeted funds above the budget amount.
4. Tap **Save**, or Tap **Cancel** if you change your mind.

To create a sub-budget:

1. Select your chosen main budget to bring up the budget details window.
2. Tap **Add a new Sub-Budget**.
3. Select your desired sub-budget from the list that appears; the sub-budget will automatically be given an amount based on past spending.

Alternatively, you may create a custom sub-budget:

1. Tap **Add a Sub-category**.
2. Enter a new name for the sub-budget.
3. Tap **Add**.

To delete a budget:

1. Select the budget to open the details page.
2. Tap **Edit Budget**.
3. On mobile, tap on the **pencil** icon attached to the category bubble.
4. Tap **Delete [budget name]**.
5. Tap **Delete again to confirm**.

## Projected Income

You can also view and edit your projected income within budgets. The projected income helps you make budget decisions that fit within your income. Projected income is calculated based on your past transaction history. You can edit this number manually, however.

Your projected income appears wherever the budget list appears.

1. To edit the projected income:
2. Tap on the pencil icon below the green projected income.
3. Enter a new amount.
4. Tap **Save**.

## Budget alerts

*Available in Coast Online® Banking. Coming to the Coast Mobile® Banking app soon.*

Sign up for handy budget alerts to help you keep your spending in check. You can sign up for two different types of alerts that can be received through text (SMS), email and/or push notifications.

### Budget projected to be exceeded

Money Manager analyzes your previous 90 days of spending and using that information, it will send you a notification before you exceed your budget based on your current month's spending.

### Budget exceeded

This alert will send you a notification you when one of your Money Manager budgets has been exceeded.

### To sign up:

1. From the digital banking menu, tap **Alerts & Notifications**
2. Beside Money Manager Alerts, tap **Manage alerts**
3. Use the toggles to specify which alert(s) you'd like to receive and how you'd like to receive them
4. Tap **Save** to finalize your choices