# Budgets Overview

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:



- Click "Auto-Generate Budgets" to let the software budget for you, or;
- Click "Start from Scratch" to create your own budgets.
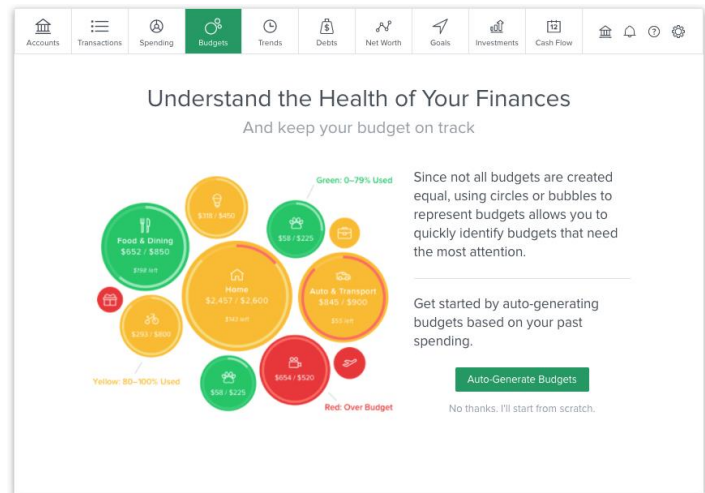
# Auto-generate budgets

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. Select the "+" to the right of a category to create a budget for it. 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. Click "Save" to create the budget for that category or "Cancel" if you change your mind.
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. Click on the "Add New Budget" link on the top right of the budgets window.
2. Scroll to the bottom of the list that appears.
3. Click on "Recalculate Budgets." You'll see a preview of each newly created budget next to the previous budget amount.
4. Click "Save" if you'd like to keep these budgets. Click "Undo" if you change your mind.
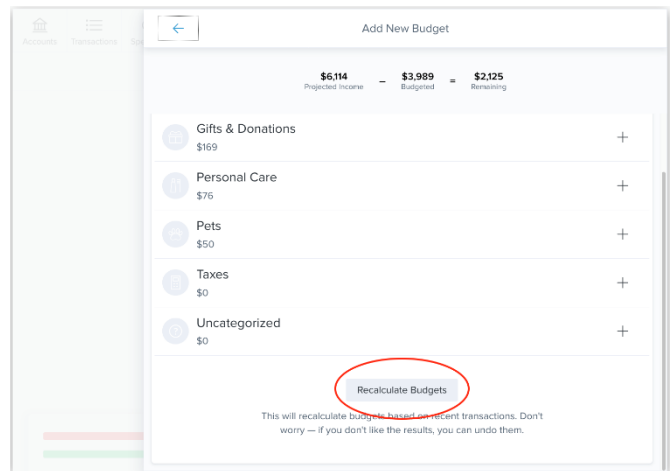
# Viewing your budgets

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. Click on your desired budget to bring up the budget details window.
2. Click on "Transactions" to bring up a list of transactions in that category for the current month.
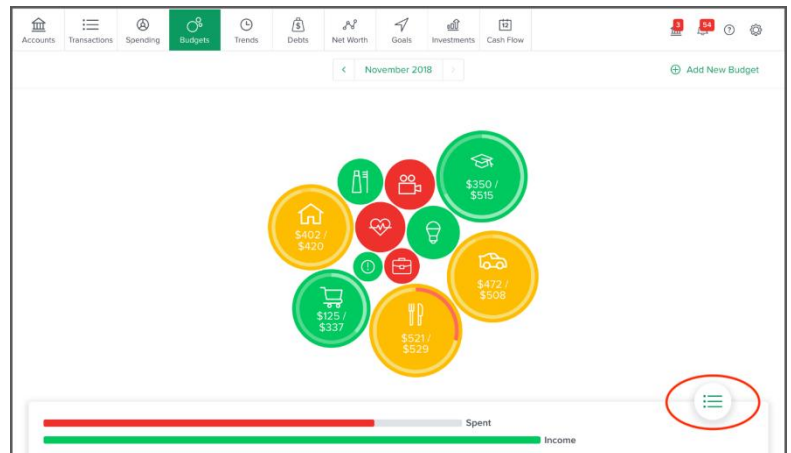
# List view

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.
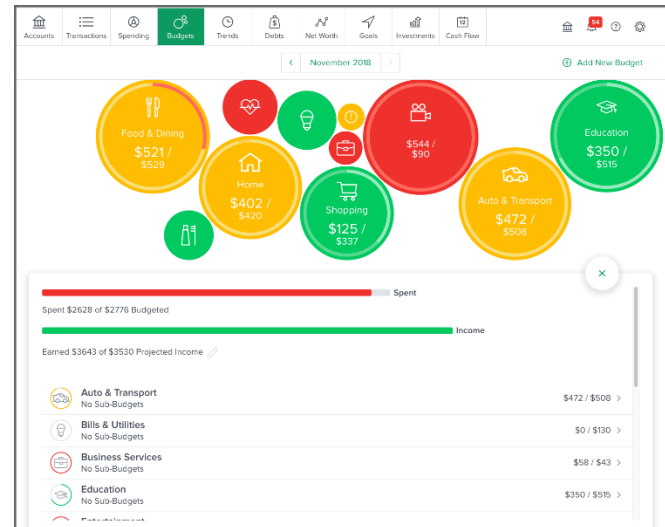
To bring up a hidden list view:
1. Click the list view icon on the bottom right. The list of budgets will rise up, and the list icon will change to an "X".
2. Click the "X," to hide the list.

To view details, transactions, and sub-budgets for a category in list view:
1. Click on a main budget category.
2. If you're looking for a sub-budget, click your desired sub-budget on the details window.


# Editing 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.*
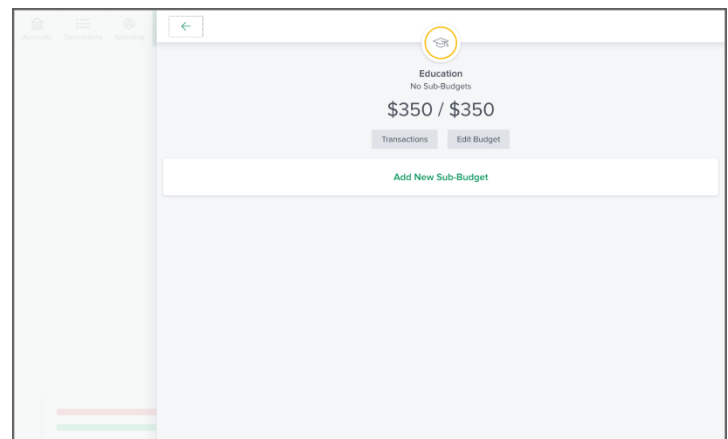
To change a budget's amount:
1. Click on your desired budget or sub-budget whether represented as a bubble or on the list.
2. Click "Edit Budget."
3. Enter your desired budget amount. You'll see your available unbudgeted funds above the budget amount.
4. Click "Save," or click "Cancel" if you change your mind.
To create a sub-budget:
1. Click on your chosen main budget to bring up the budget details window.
2. Click on "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. Click on your chosen main budget to bring up the budget details window.
2. Click on "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.
4. Click "Add a Sub-category."
5. Enter a new name for the sub-budget.
6. Click "Add."

To delete a budget
1. Click on the budget to open the details window.
2. Click on "Edit Budget."
3. Click "Delete [budget name]."
4. Click "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.

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