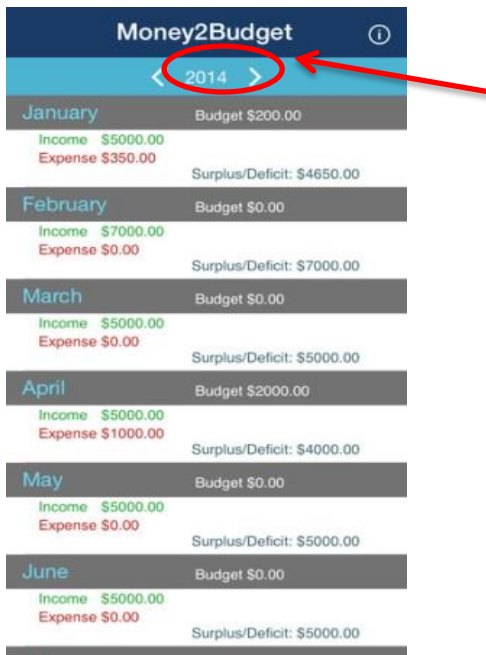


Money2Budget How To Guide



When you open the app you will see a list of the months and a year at the top.

Using the arrows, choose the desired year. Once you have chosen the year, you can then pick the month you wish to enter your income and expenses.

You will then be given 4 weeks. Click on whichever week you would like.

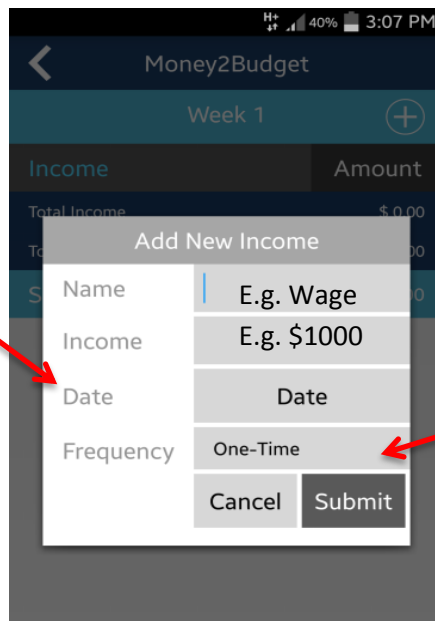
Week 1 is 1st to the 7th
 Week 2 is 8th to the 14th
 Week 3 is 15th to the 21st
 Week 4 is 22nd to the 31st



Press the plus sign to add incomes and expense for the week.

INCOME:

****Make sure when you put in the date of the income it lines up with the month and week you have selected****

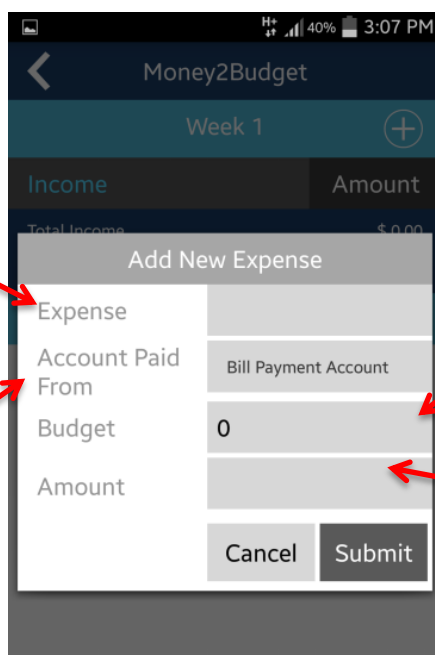


Frequency options: One-Time, Weekly, Fortnightly or Monthly

EXPENSES:

Expense: E.g. Food, Rent etc.

Account Paid From: E.g. Bill Payment Account, Cash Payment etc. In the "Account paid from" selection, you have the ability to add a new account.



Budget: This is the amount you have allowed yourself to be spent on food, rent etc. E.g. \$200

Amount: This is the amount spent. E.g. \$150

With the given amounts the app will identify and calculate your total income, expenses and surplus/deficit (the amount left over whether it be minus \$500 or plus \$500). Each month, as well as each year, gives you total income, budget and expenses.