

Family Budget Planner – User Guide

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Overview

The family budget planner allows you to enter in your expenses that occur over the year and shows you what your expenses will be each month as it happens. Using the software is done in 3 simple steps.

1. Enter in company details. What is the name of the company you are paying to?
2. Enter in the expenses for each company and how often they occur.
3. View your expenses for this month.
4. View expenses over the year.
5. View your weekly expenditure.

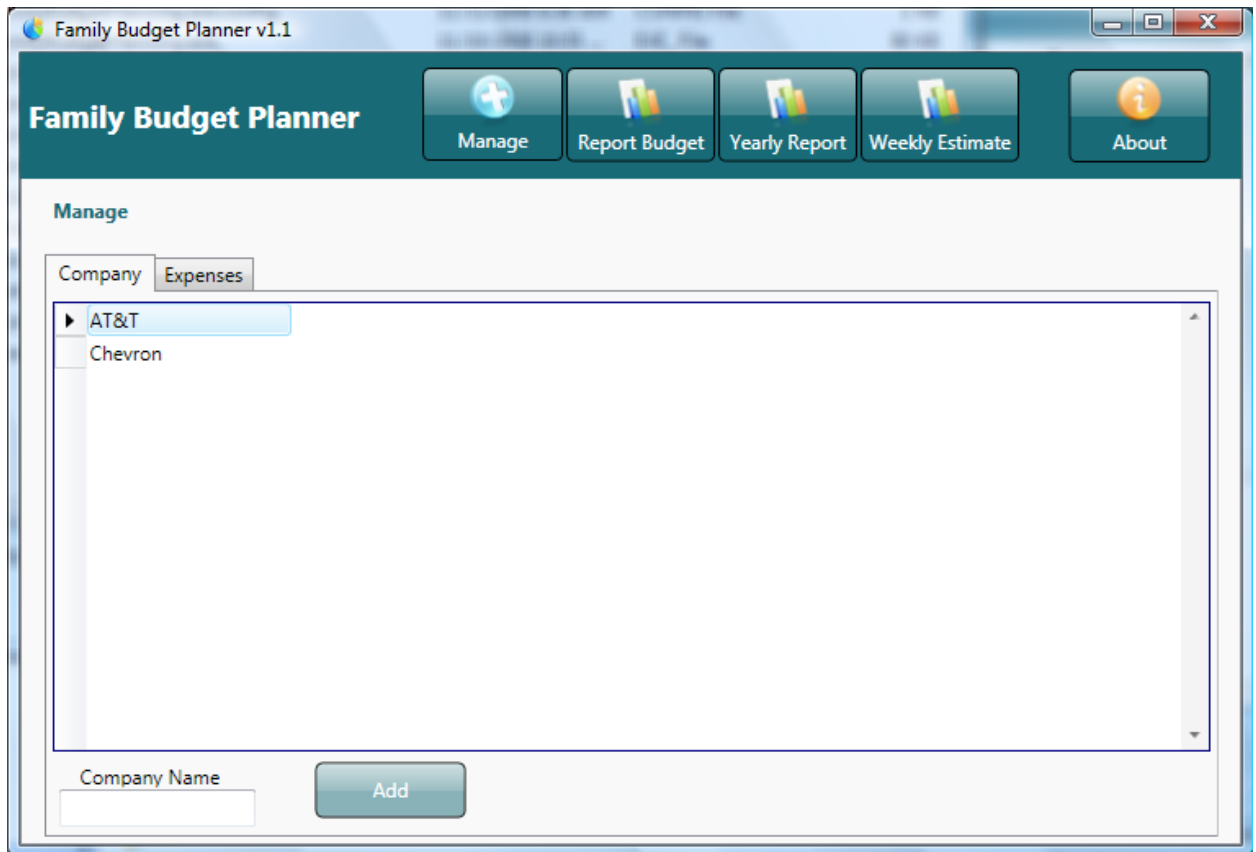
Company

Adding Company Details

1. Press the Manage button in the top menu bar



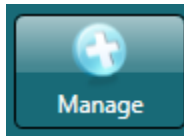
2. You may already be at this screen, if not it will take you there.



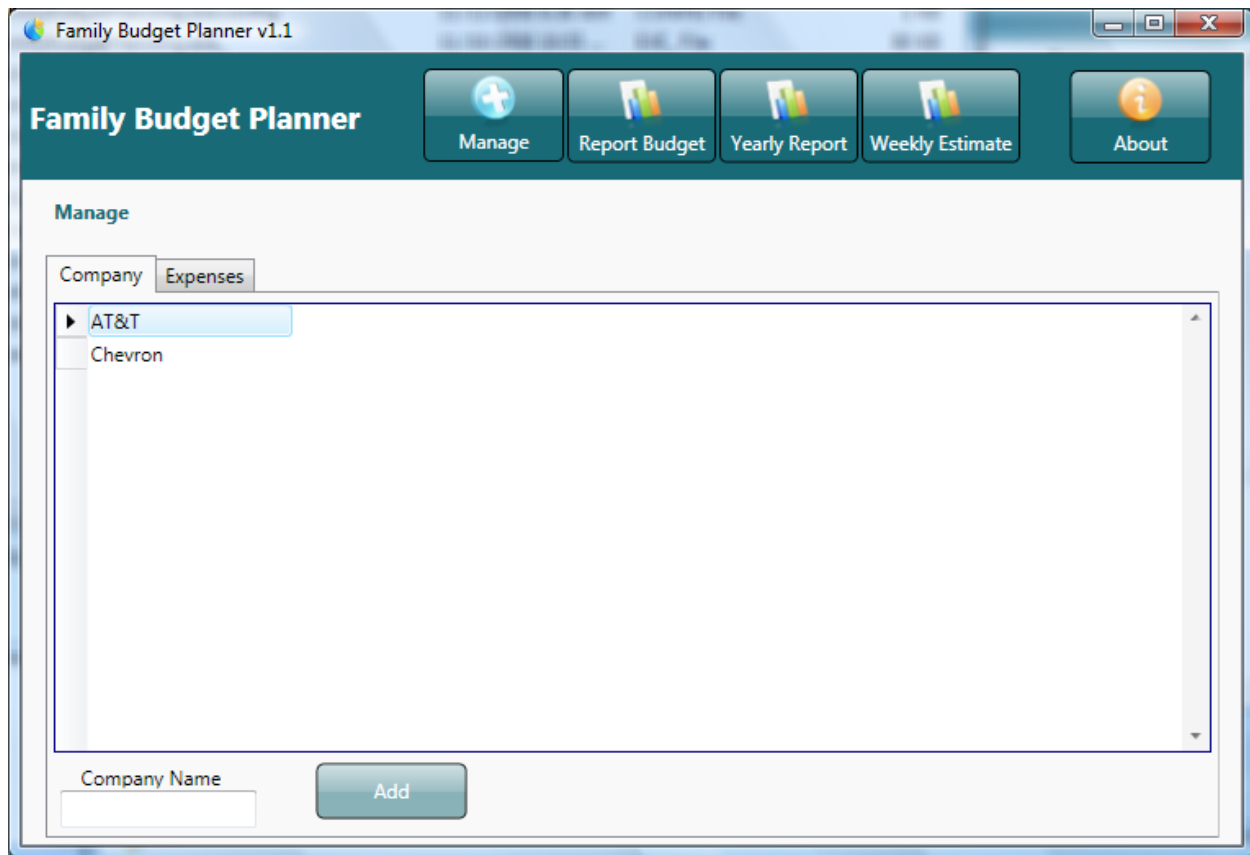
3. At the bottom of this screen there is a field for entering in a company name. Type in a Company Name you pay expenses to. For example AT&T.
4. Press Add
5. You will now see the company in the list of companies. You have successfully added a company.

Editing Company Details

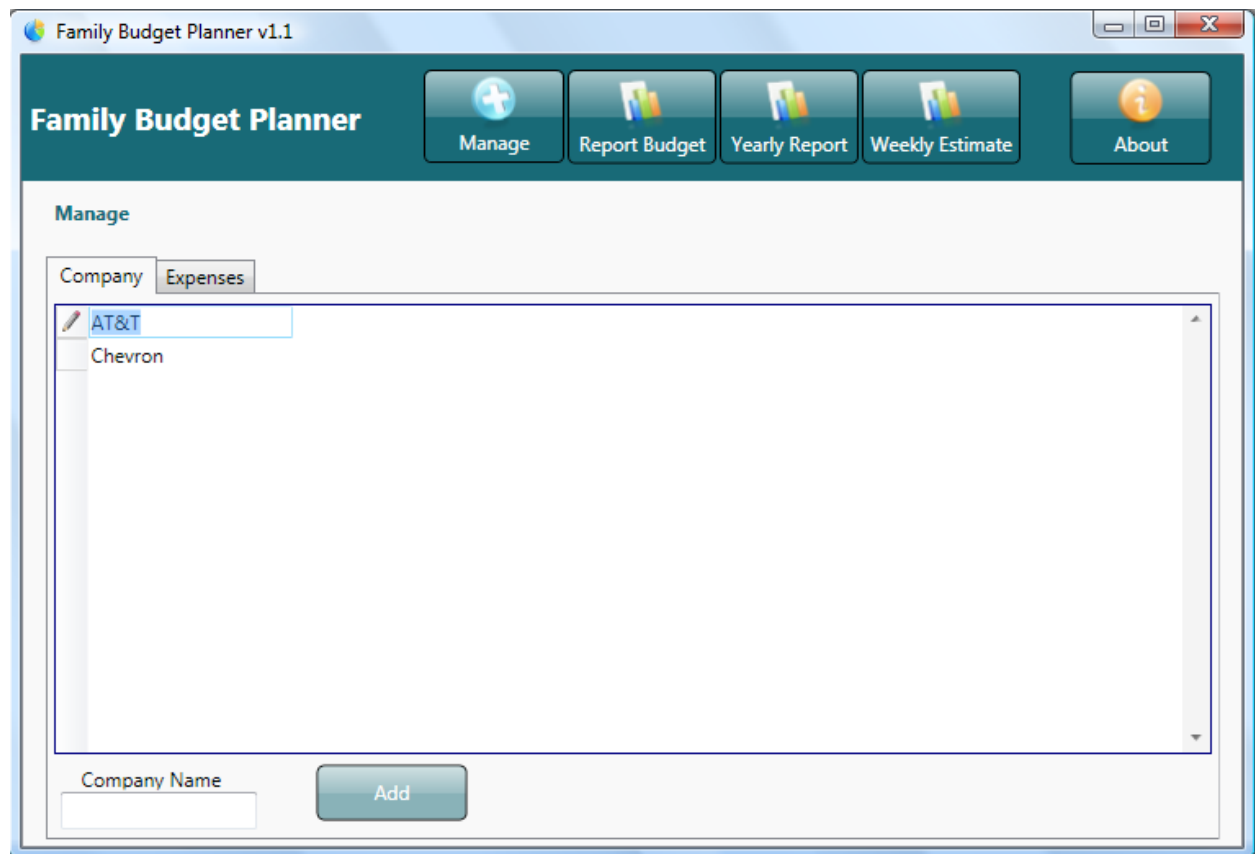
1. Press the Manage button in the top menu bar



2. You may already be at this screen, if not it will take you there.



3. Double click on a row. This will highlight it and you will notice the pencil icon to the left of the row.



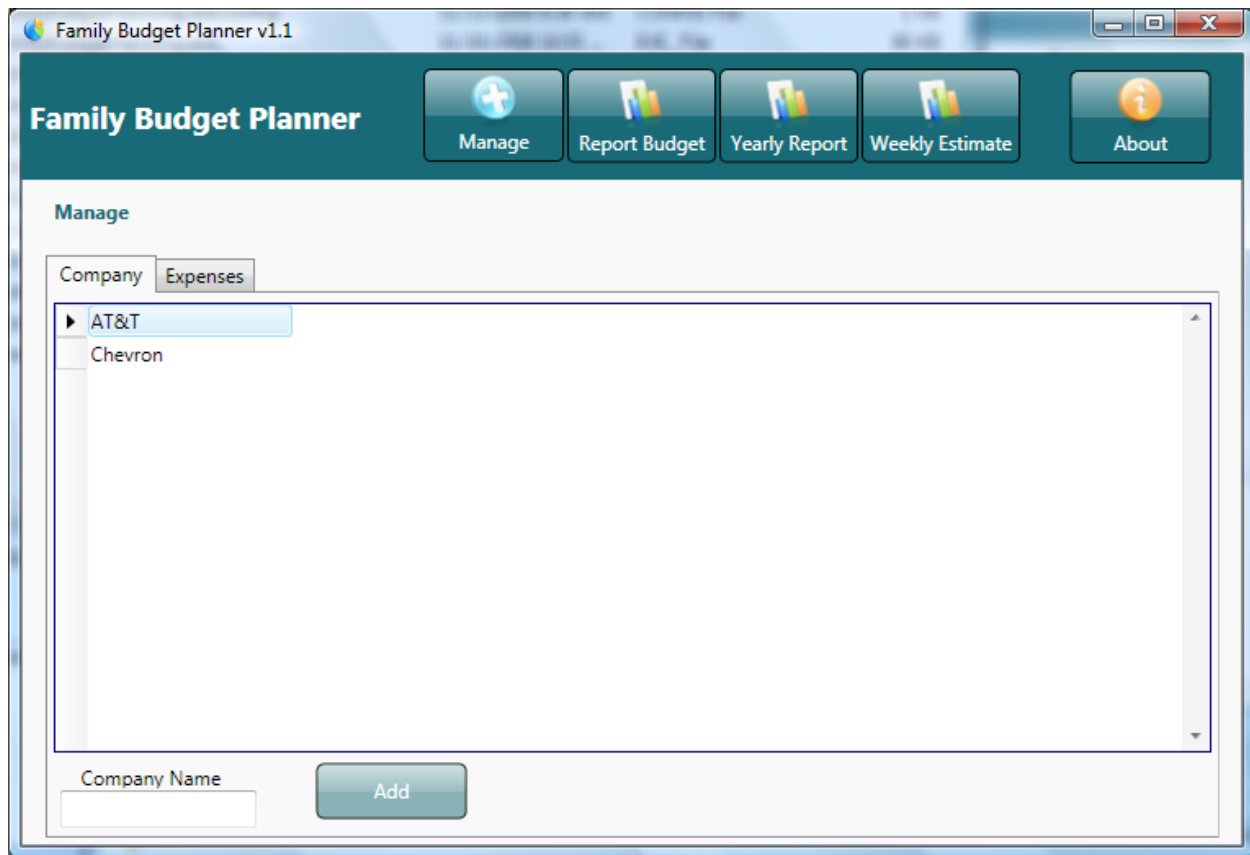
4. You can now edit the field. Type in any corrections you wish to make.
5. Select another row or press enter to finish editing. Your changes are now saved.

Deleting a Company

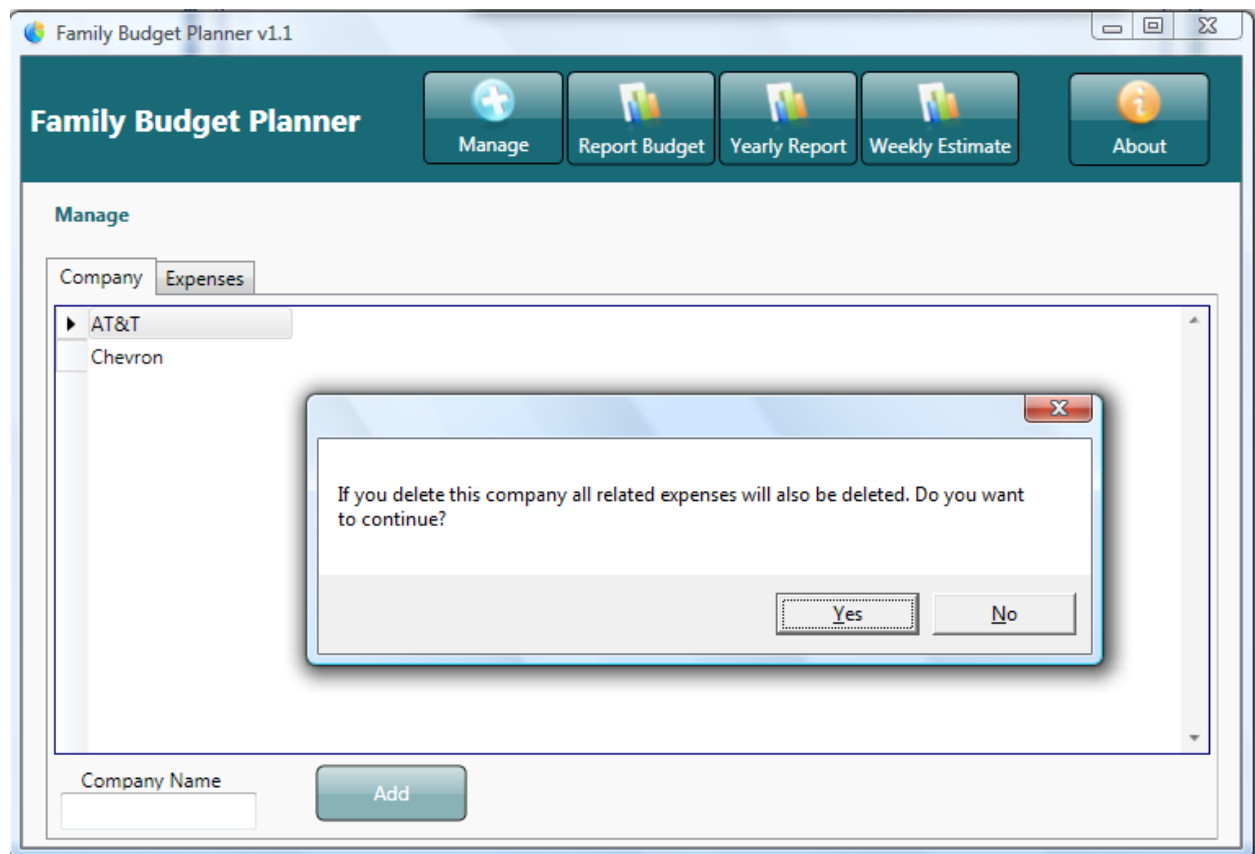
1. Press the Manage button in the top menu bar



2. You may already be at this screen, if not it will take you there.



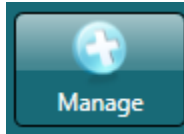
3. Select the company you wish to delete
4. Press the delete button on your keyboard
5. You will then be asked to confirm your deletion. Please note if you delete, all expenses related to the company will be deleted.



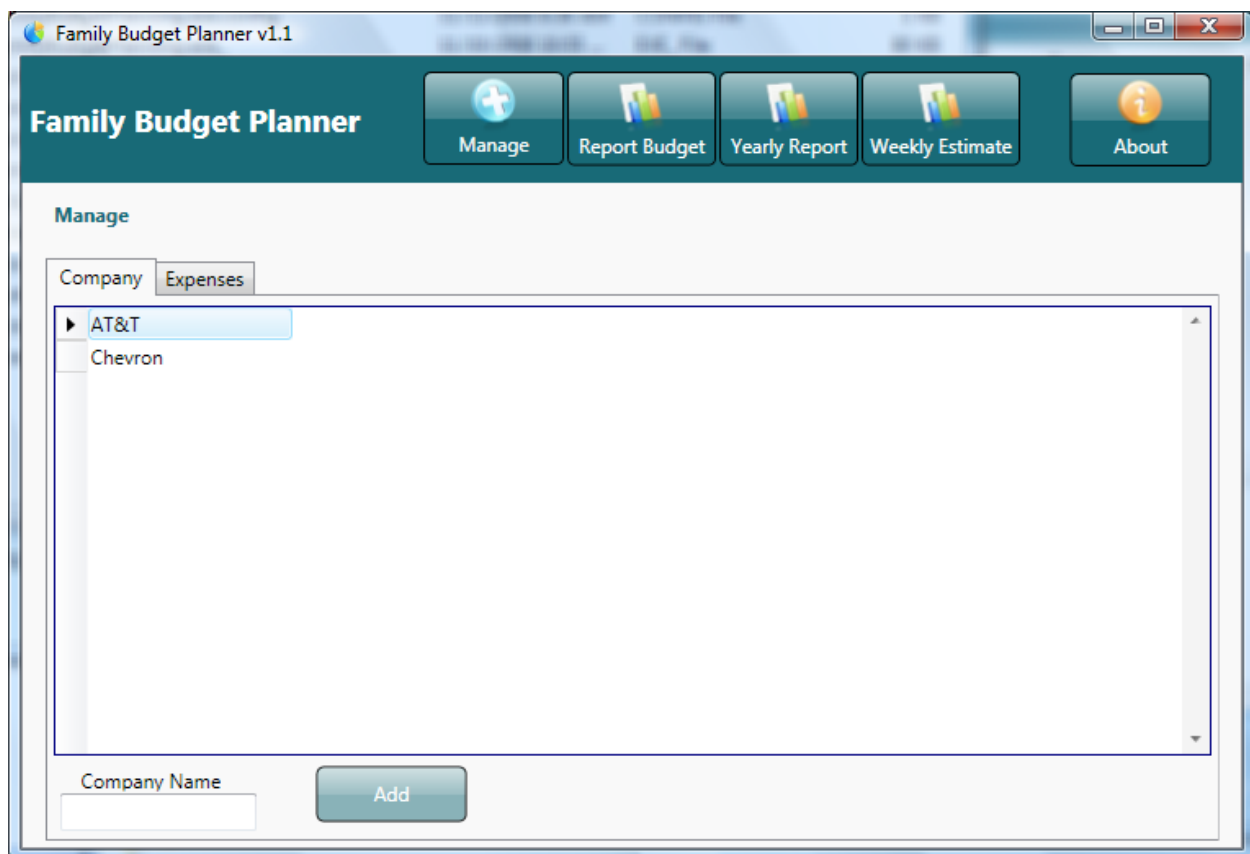
Expenses

Adding Expenses

1. Press the Manage button in the top menu bar



2. You may already be at this screen, if not it will take you there.



3. Press the 'Expenses' Tab to view this screen

Family Budget Planner v1.1

Family Budget Planner

Manage Report Budget Yearly Report Weekly Estimate About

Manage

Company Expenses

Drag a column header here to group by that column.

Company	Name	Total Cost	Start Date	Occurs
AT&T	Home Phone	100	3/1/2009	Quarterly
Chevron	Fuel	50	3/1/2009	Weekly

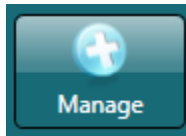
Company Name Name Total Cost Start Date Occurs

AT&T 03/08/2009 Daily Add

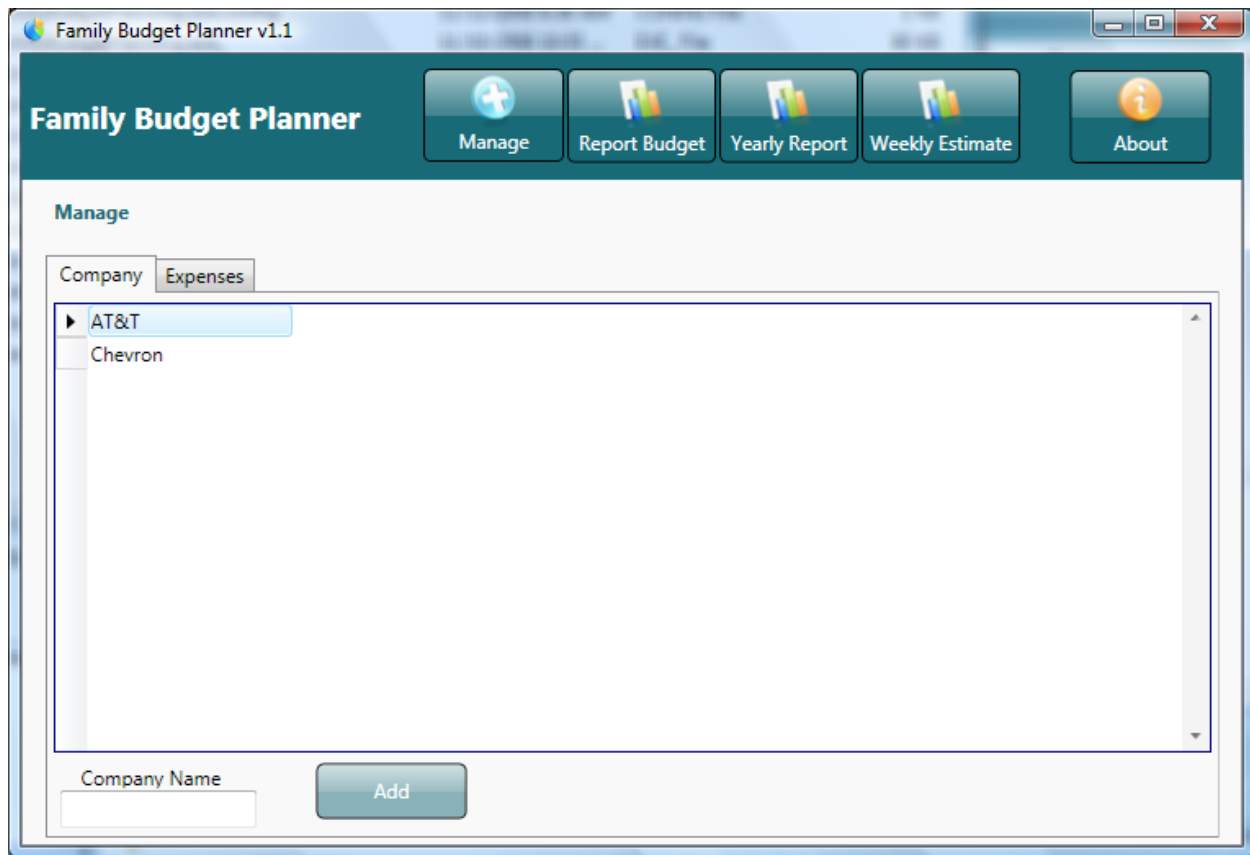
4. At the bottom of the screen enter in the appropriate details
 - a. Company Name – The name of the company you pay
 - b. Name – The name or description of the expense
 - c. Total Cost – How much is the expense
 - d. Start Date – When is the first expense set to be paid
 - e. Occurs – How often does this expense occur
5. Press Add. You will then see your expense in the screen.

Editing Expenses

1. Press the Manage button in the top menu bar



2. You may already be at this screen, if not it will take you there.



3. Press the 'Expenses' Tab to view this screen

Family Budget Planner v1.1

Family Budget Planner

Manage Report Budget Yearly Report Weekly Estimate About

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Company Expenses

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Company	Name	Total Cost	Start Date	Occurs
AT&T	Home Phone	100	3/1/2009	Quarterly
Chevron	Fuel	50	3/1/2009	Weekly

Company Name: AT&T Name: Total Cost: Start Date: 03/08/2009 Occurs: Daily Add

- Double click the value on the row you wish to edit. You will then have the option of changing the value.

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Drag a column header here to group by that column.

Company	Name	Total Cost	Start Date	Occurs
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Chevron	Fuel	50	3/1/2009	Weekly

Company Name Name Total Cost Start Date Occurs Add

AT&T 03/08/2009 Daily

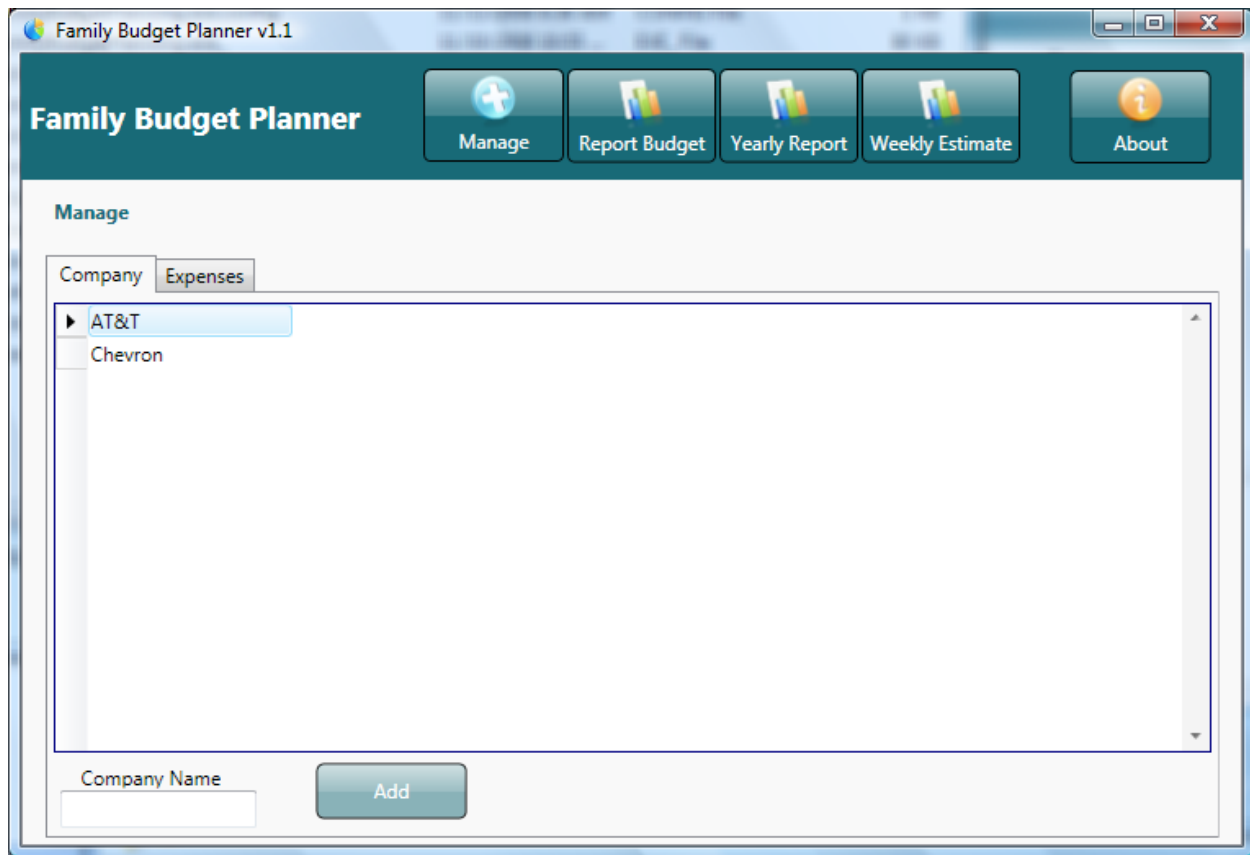
- Once the value is changed select another row or press enter. This will save the data to the database.

Deleting Expenses

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3. Press the 'Expenses' Tab to view this screen

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Company Name Name Total Cost Start Date Occurs Add

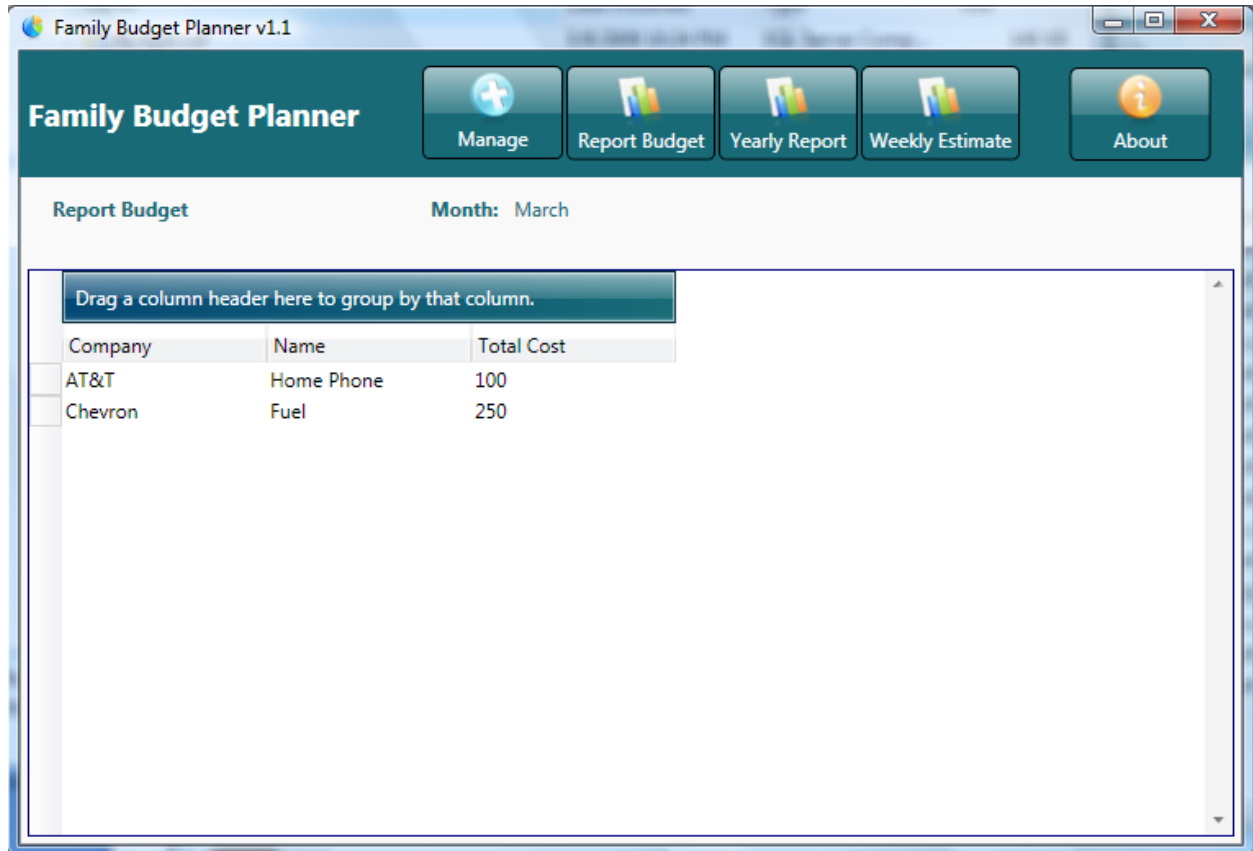
AT&T 03/08/2009 Daily

4. Select the row you wish to delete and press the delete button on your keyboard.

Report Budget

View Budget

1. Open the application and press Report Budget
2. This will generate the report for the current month you are in

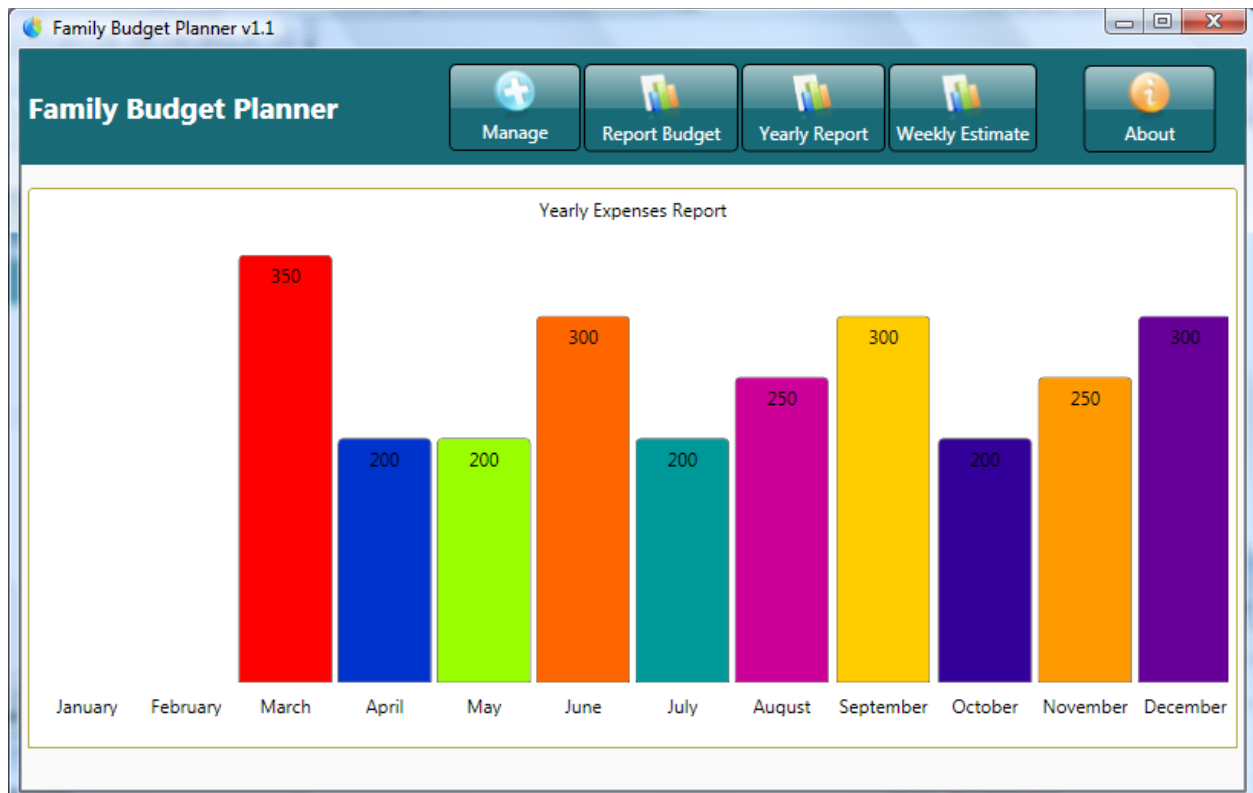


3. The report will list the company and expense and the total amount you will need to pay for that month. For example if you had a daily expense of 1 dollar that started on the 1st day of the month, for the month of November (30 days) you will have an expense of \$30.

Yearly Report

View Yearly Report

1. Open the application and press Yearly Report
2. This will generate the total expenditure each month for each month of the year.



Weekly Estimate

View Weekly Estimate

1. Open the application and press Weekly Estimate
2. This will generate the average cost per week. This takes the total cost of all items in the budget over the year and divides it by 52 weeks.

