

# MY MONEY MAP

Personal Financial Management

## How to Add Income and Bills to the Cashflow Calendar

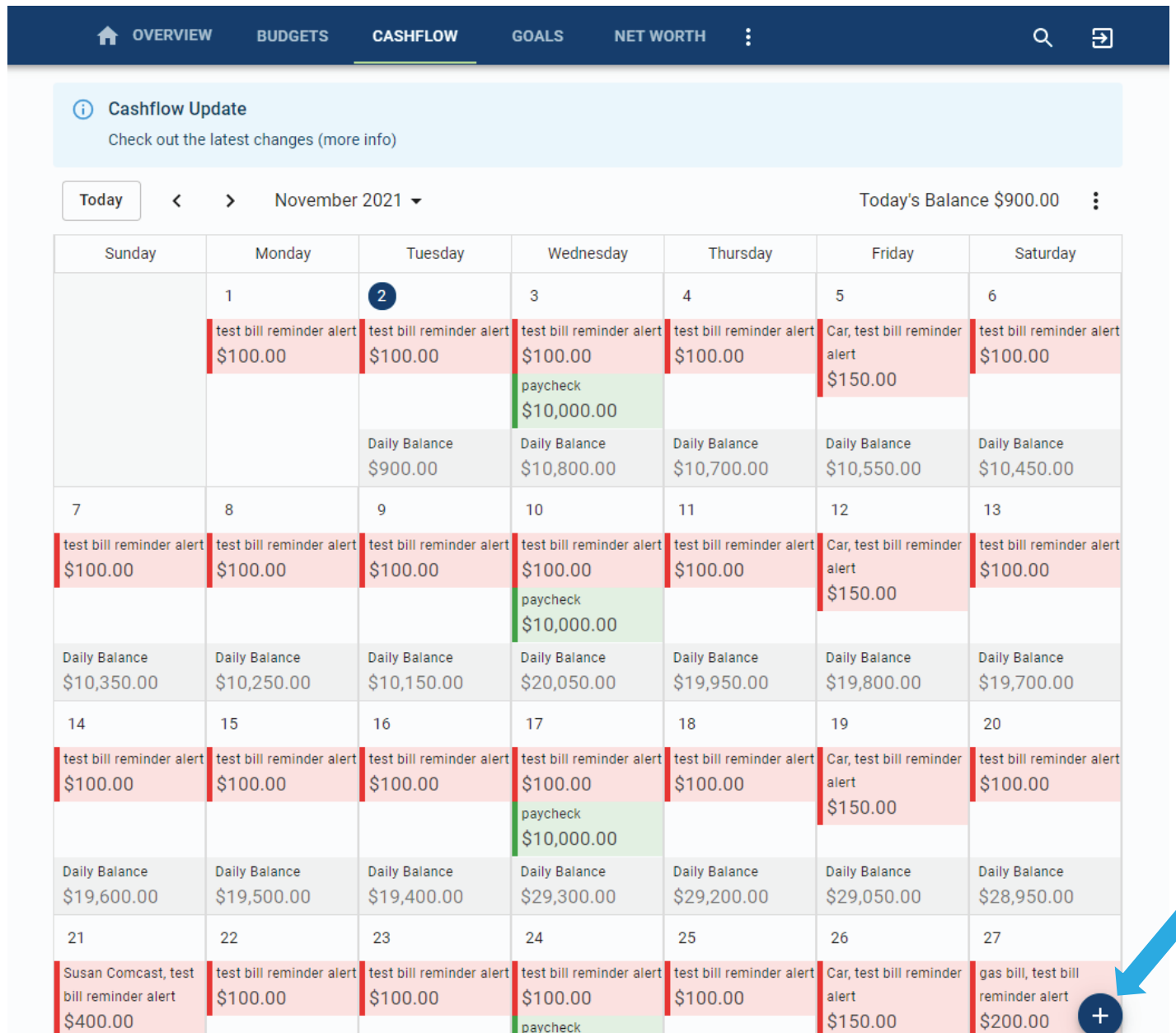
**Step 1:** Navigate to *PFM* and select the *View Cashflow* button on your dashboard; or choose the *Cashflow* tab on the toolbar.

The screenshot displays the My Money Map dashboard. The top navigation bar includes tabs for OVERVIEW, BUDGETS, CASHFLOW, GOALS, and NET WORTH. The CASHFLOW tab is highlighted with a blue arrow. Below the navigation bar, the Cashflow section shows a current balance of \$1,000.00 and a 7-day projection of \$10,150.00. It lists three transactions: a bill for -\$100.00 on Nov 2, an income of \$10,000.00 on Nov 3, and another bill for -\$100.00 on Nov 3. A blue arrow points to the 'VIEW CASHFLOW >' button. The Net Worth section shows a total net worth of \$203,084.33, which is down 84% in the last 3 months. It also shows assets of \$280,078.11 (down 78%) and debts of \$76,993.78 (up 79%) in the last 3 months. A blue arrow points to the 'VIEW NET WORTH >' button.

Category	Amount	Change
Current Balance	\$1,000.00	
7 Day Projection	\$10,150.00	
test bill reminder alert (Bill)	-\$100.00	
paycheck (Income)	\$10,000.00	
test bill reminder alert (Bill)	-\$100.00	

Category	Amount	Change
Total Net Worth	\$203,084.33	Down 84% last 3 months
Assets	\$280,078.11	Down 78% last 3 months
Debts	\$76,993.78	Up 79% last 3 months

Step 2: Click the *Plus* icon in the bottom right-hand corner of the screen.



**The More You Know:** You can manage the accounts shown on your cashflow calendar by selecting the ellipsis button in the upper-right hand corner of the screen and choosing *Configure Accounts*.

Step 3: Click the *Bill* or *Income* tab and complete the following fields.

The screenshot shows a financial dashboard with a dark blue header containing navigation tabs: OVERVIEW, BUDGETS, CASHFLOW, GOALS, and NET WORTH. A search icon and a share icon are on the right. Below the header, a 'Cashflow Update' notification is visible. The main area displays a calendar for November 2021 with a grid of dates and transactions. A modal window is open in the center, titled 'Income Name \*' with the value 'Stimulus Check'. It has two tabs: 'BILL' and 'INCOME', with 'INCOME' selected. The modal also includes fields for 'Amount \*' (\$1,500.00), 'Frequency \*' (Once), and 'Start On Date' (Nov 1, 2021). A 'SAVE' button is at the bottom right of the modal. The background calendar shows various transactions, including 'test bill reminder alert' and 'paycheck'.

Step 4: Click Save.