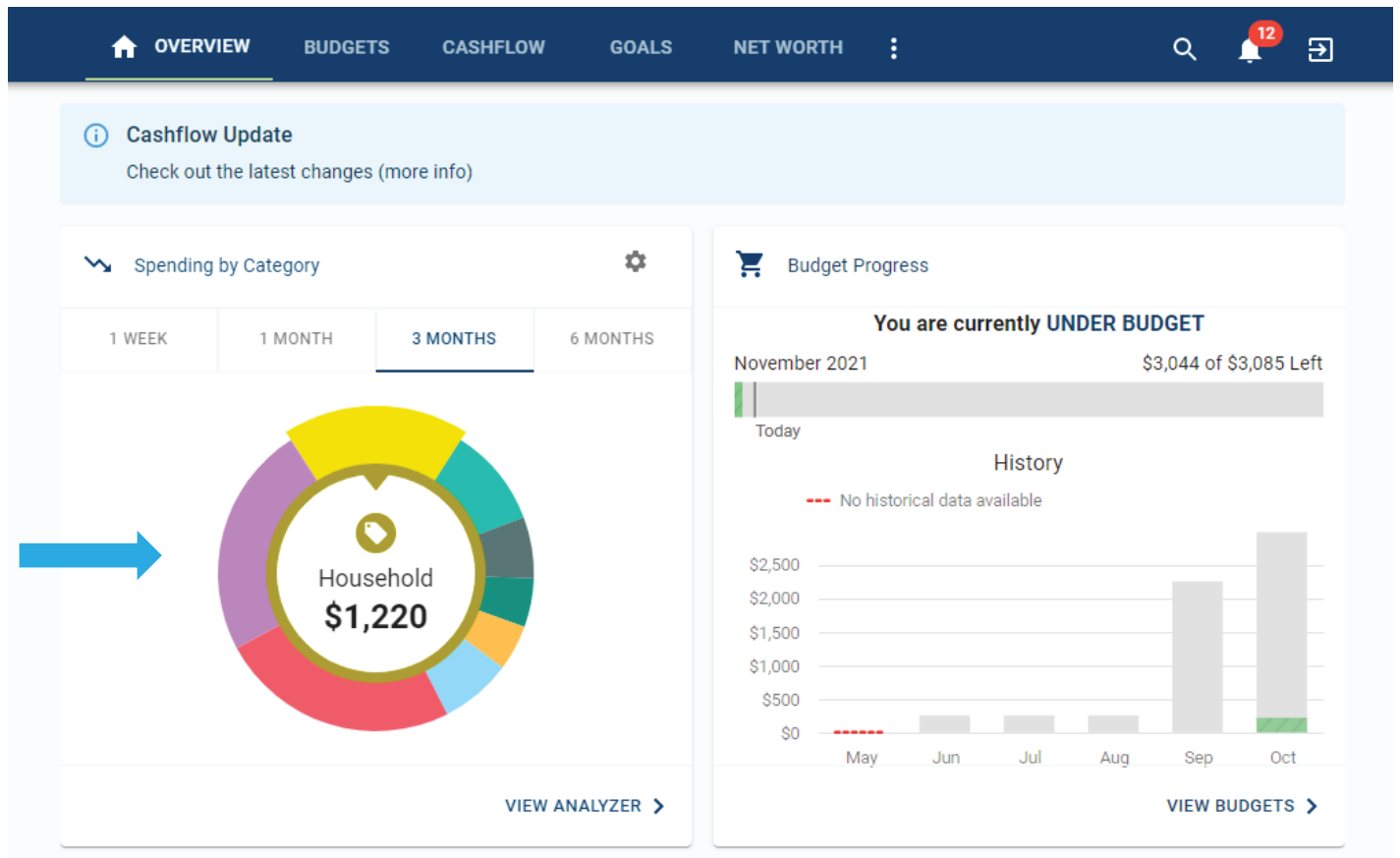# MY M⛰NEY MAP
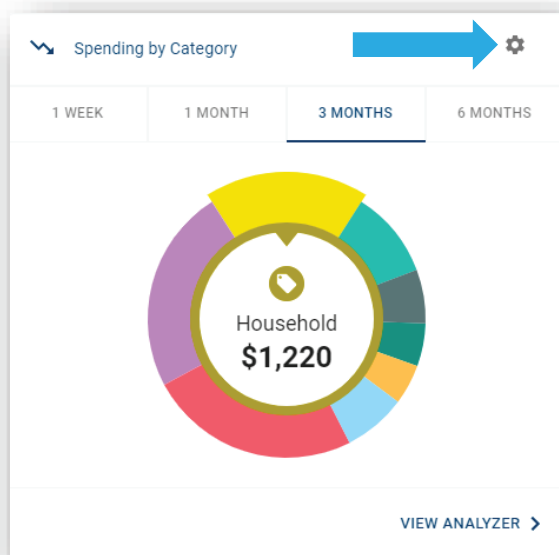
How to Understand Spending by Category

Step 1: Navigate to *PFM* and locate the *Spending by Category* tile. The Spending Wheel allows you to see which spending category you've spent the most in so far within a given timeframe. You will see 80% of your top spending categories and the remaining 20% are grouped together under the *Other* pie slice. Click the different wheel colors to see how each category compares.

Step 2: Click the *Gear* icon in the upper right-hand corner of the *Spending by Category* tile to select the accounts to consider.

The More You Know: Transactions will categorize themselves using what we refer to as *Tags*. You have the ability to personalize these categories or taking it a step further, can even *split* transactions between multiple tags.

Step 3: Use the timeframe tabs to toggle between various length(s) of time to see how your finances compare.
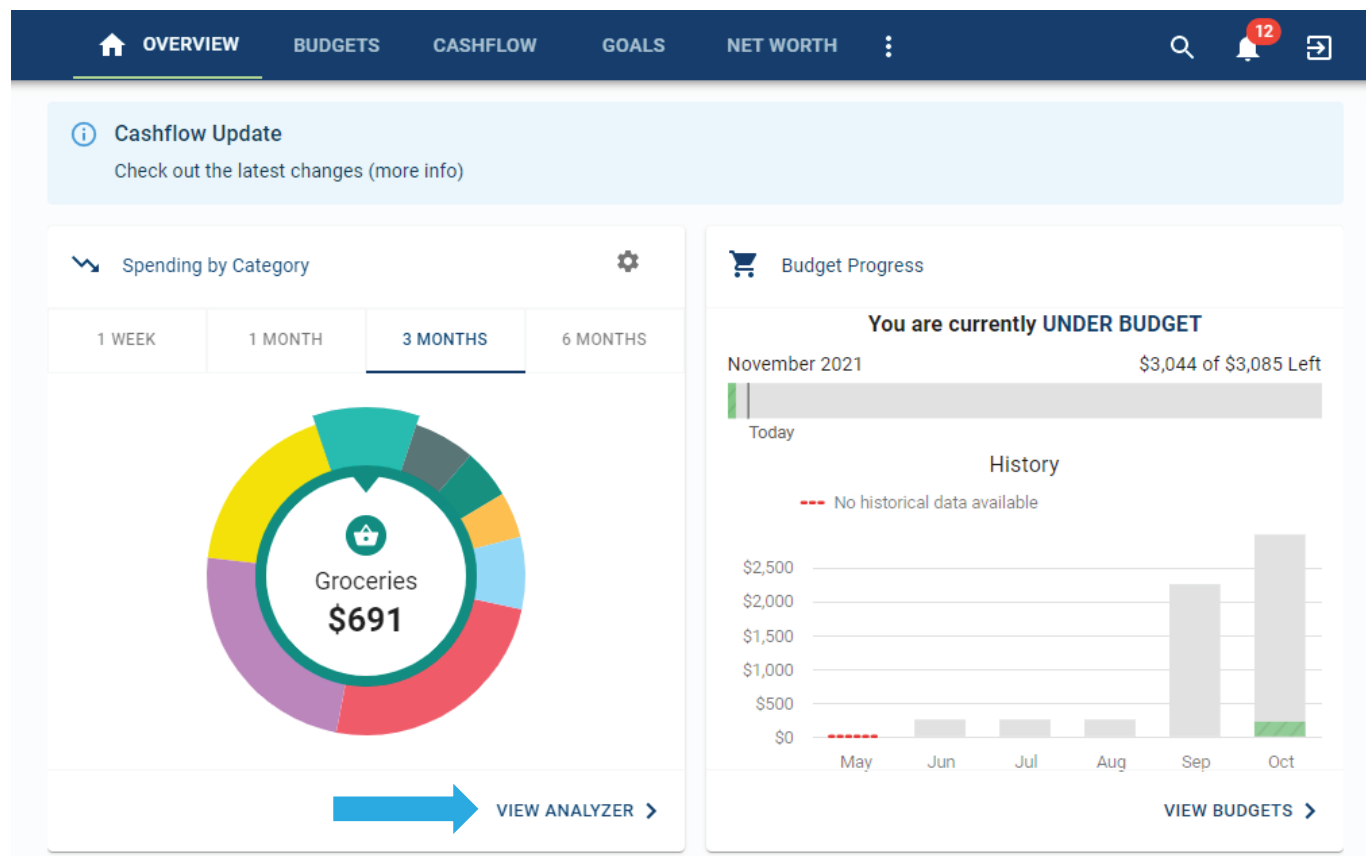
Step 4: Click the *View Analyzer* button to see a breakdown of all expenses, within the timeframe of your choosing, by category.

Step 5: Use the calendar dates at the top, or the sliding graph to adjust the timeframe you're searching for. On this screen, you will find the total expenses by category in addition to the percentage spent for each category for the given timeframe selected. This is beneficial to assist you in identifying any opportunities to improve spending habits. Click on a category to view transaction details and customize tags.