# THE AFAS BUDGET BUILDER

USER GUIDE

The Air Force Aid Society and AFAS representatives at your base are here to help you on the path to long-term financial stability.

The AFAS Budget Builder and expense tracker is provided to Airmen and their families to help with their budgeting process. Budgeting is simply balancing expenses with income. Following a budget and understanding where your money goes—to the smallest expenditures—can help you avoid short-term financial stresses and long-term debt. Documenting a spending plan and tracking expenses are two of the most important components to the budgeting process. This app will allow you to set specific spending limits for spending categories determined by you. As you document each expenditure through the month, you can then track those expenses against the spending limits you have set.

GETTING STARTED

Start using the AFAS Budget Builder App today! Once you've downloaded the app from the App Store, you'll be prompted to complete your profile. Your information will remain confidential and will never be sold or shared. Completing your profile will allow AFAS to better understand our Airmen and their families so that we may continue delivering the resources you need.

Save your profile by tapping on update at the bottom of the screen.
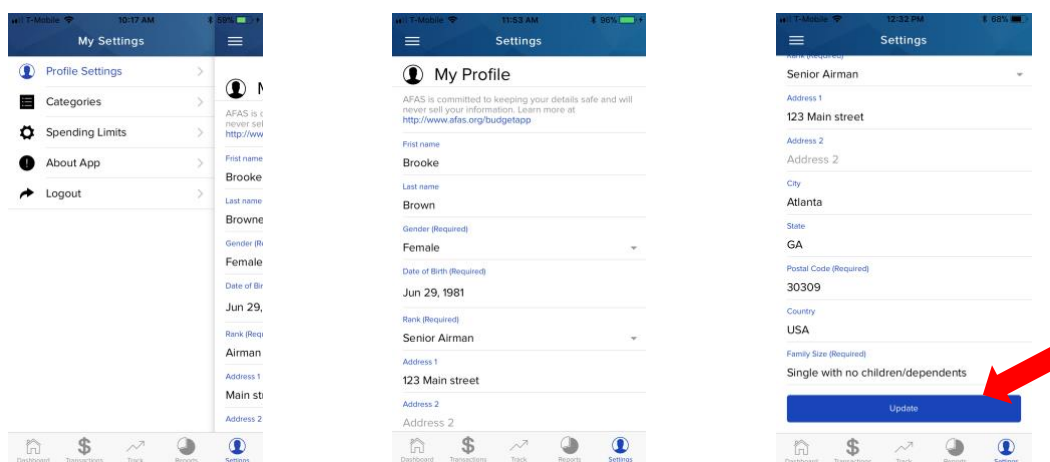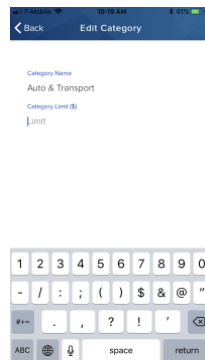
ADD YOUR SPENDING CATEGORIES AND SET SPENDING LIMITS

1) Navigate to Settings and tap on Spending Limits. You may have to tap on the hamburger menu icon in the top left corner. Select Spending Limits and tap on the red + icon.
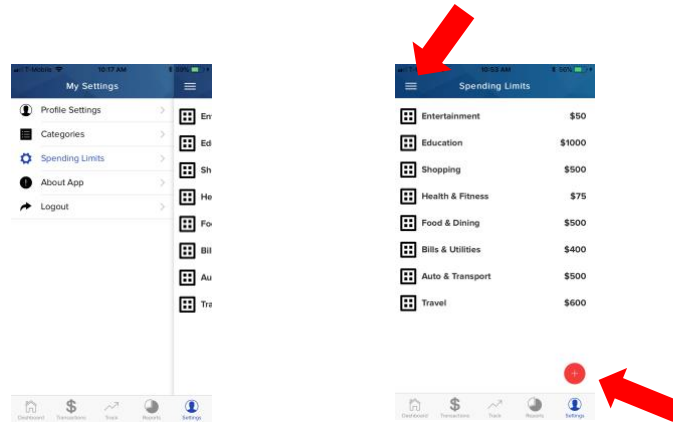
2) Select a Category Name and a pop-up window will appear for you to select one of the categories listed.
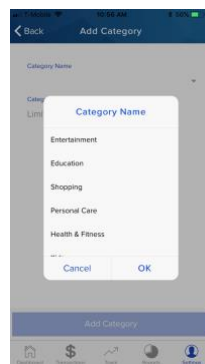
3) Select OK and input your desired limit.

RECORD YOUR TRANSACTIONS

1) Select Transactions from the footer menu. Tap on the red + icon in the lower right-hand corner. Enter Transaction Description. You can put any description you would like here, just something that is memorable for you.
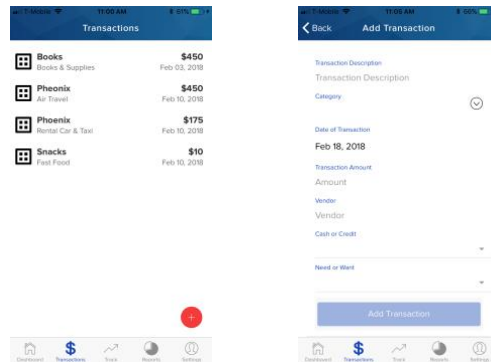

2) Next select the category. **These are prepopulated and have been created based on the spending limits you previously set.** If you see a category missing, return to step one and assign a spending limit to the category you wish to see. Return to transactions and you will see the category in the dropdown menu.

3) The date of the transaction will automatically default to today's date. However, you can make adjustments if you're entering transactions from previous days.

4) Enter transaction amount to the penny.

5) Under vendor, you can record the merchant name or type of business of the transaction.

6) Record whether the transaction was cash or credit.
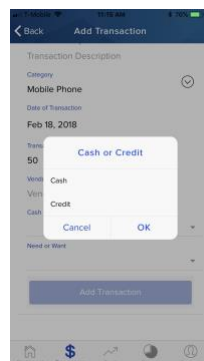
7) Finally, within each transaction documented, the last step allows you to identify if this transaction is a "need" or "want." Identifying needs versus wants helps bring close attention to your money and empowers you to make more informed choices.
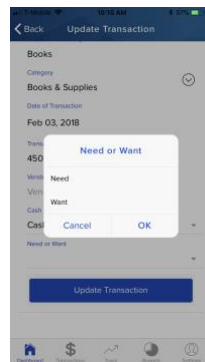
EXTRA TIPS:

You can also edit or delete a transaction by selecting the previously created transaction and choosing the edit or delete option.

To change the category on a transaction select Edit from the prompt. Change the category from the dropdown menu.
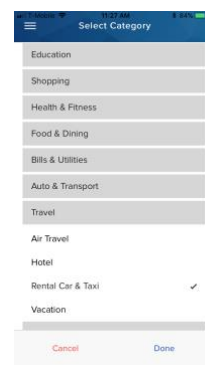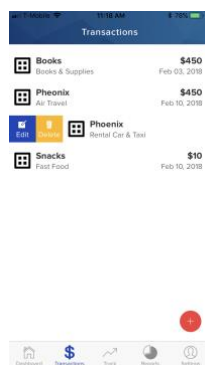

TRACKING YOUR EXPENSES AND MANAGE YOUR BUDGET

Consistency is key. By establishing new habits as you enter your transactions, you will begin to see where your money goes. When you know where your money goes, you can make informed decisions that will help prepare you for the future.

Dashboard & Notifications

The Dashboard provides a top-level view of your total spending limit, what has been spent in real-time and what is left over.

In the upper right-hand corner of the dashboard, users can view notifications the app shares with you. These notifications identify if your transactions in a category have exceed your pre-defined amount. You can clear the notifications by tapping on them. To close the notification screen, swipe right.
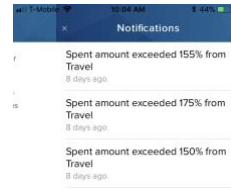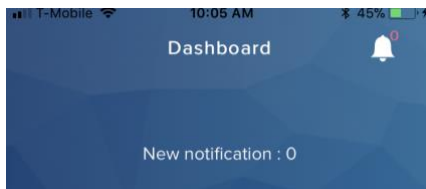
Tracking and Reports

Status of spending limits for each category you have previously created are color coded. To see if you are nearing or over your spending limit, tap on Track in the footer menu.

GREEN – Your spending is less than 50% of your spending limit
YELLOW – Your spending has reached 50% of your spending limit
RED – Your spending has reached at least 80% of your spending limit.

Calculations reset monthly.
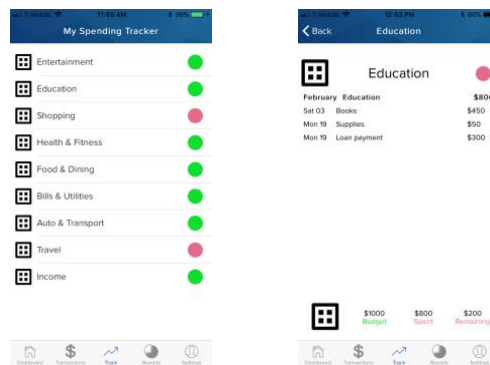
The Reports page breaks down spending so you can clearly see what you've spent in each category. Tap on the red funnel icon in the lower left-hand corner to explore spending in the last seven days, last month, and year-to-date.