# BUDGET DASHBOARD GUIDE

4.1 - 8/17/24





BUILT WITH MICROSOFT EXCEL

# ABOUT THIS GUIDE

These tools are designed to be easy to use, with minimal inputs from you, and many outputs from us. Follow each tool guide closely. There are normally only a few true steps within the guide, but the rest is information to help you along the way.

# **GUIDE LEGEND**

# GUIDE POINTERS

NEED TO KNOW

NICE TO KNOW

# FOR THOSE READY TO JUMP IN QUICKLY

YOU CAN SKIP
AND COME
BACK

DON'T SKIP!

# TOOL USER INPUTS

INPUT BOX

DROP DOWN MENU

# \*\*PASSWORD

- The file password is included in the first tab of your workbook.
- Use with discretion. Formulas and setups can be extremely complex, even for the most savvy spreadsheet users.

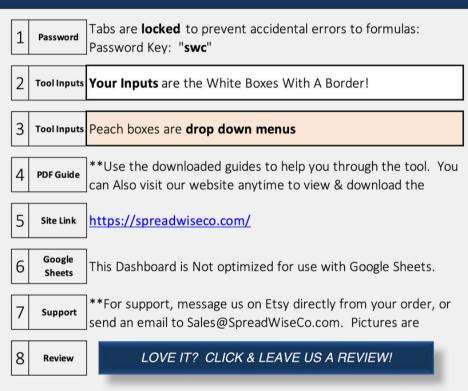
# **ABOUT TAB**

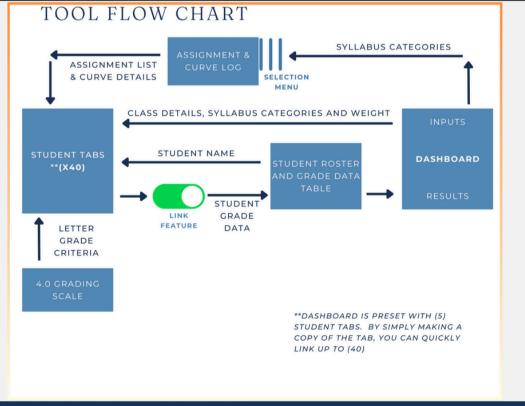


THERE IS AN ABOUT TAB IN EVERY WORKBOOK THAT INCLUDES IMPORTANT INFORMATION ABOUT YOUR DASHBOARD, AND USEFUL LINKS.

WE PROVIDE A HIGH LEVEL FLOW
CHART FOR EVERY TOOL FOR A QUICK
REFERENCE OF HOW IT ALL WORKS!

# STUDENT GRADEBOOK AND ASSIGNMENT DASHBOARD REVISION: 4.5





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# PRODUCT SPECIFICATIONS



### **BUILT WITH**



Microsoft Excel 365

### **COMPATABILITY**



All Microsoft Excel Versions



Not Compatible with Google Sheets

### **PRODUCT GUIDES**



Detailed PDF Guide



Detailed Tool Flow Chart

### **VIDEO TUTORIALS**



Not Yet Available

### **\$USD CURRENCY**

€EUR Four Integrated **£** GBP Currencies CAD

### **TABS**

- About & Flow Chart
- Dashboard
- Budget Tabs \*\*(x11)
  - Real Estate-Own, Auto, Subscriptions, Savings and Investments, Credit Cards, Loans, Other Expenses, Real Estate-Rent

\*\*Dashboard is preset with (8) budget tabs. By simply making a copy of the tab, you can quickly link up to (11).

### SETUP/LEARNING CURVE

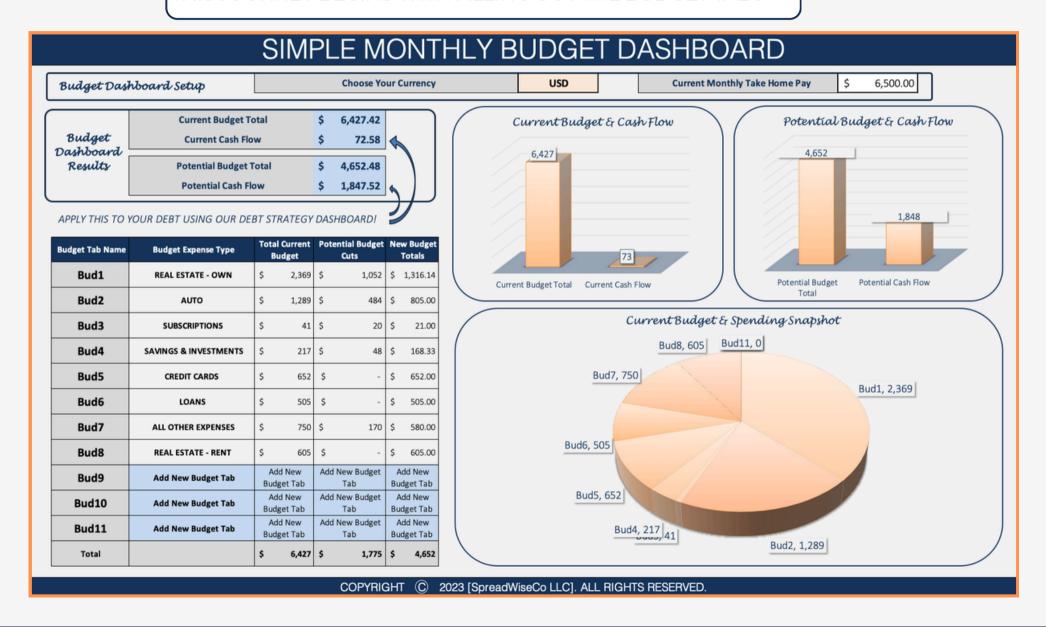
**30MIN 45MIN** 1HR 2HR



# 1 - GETTING STARTED

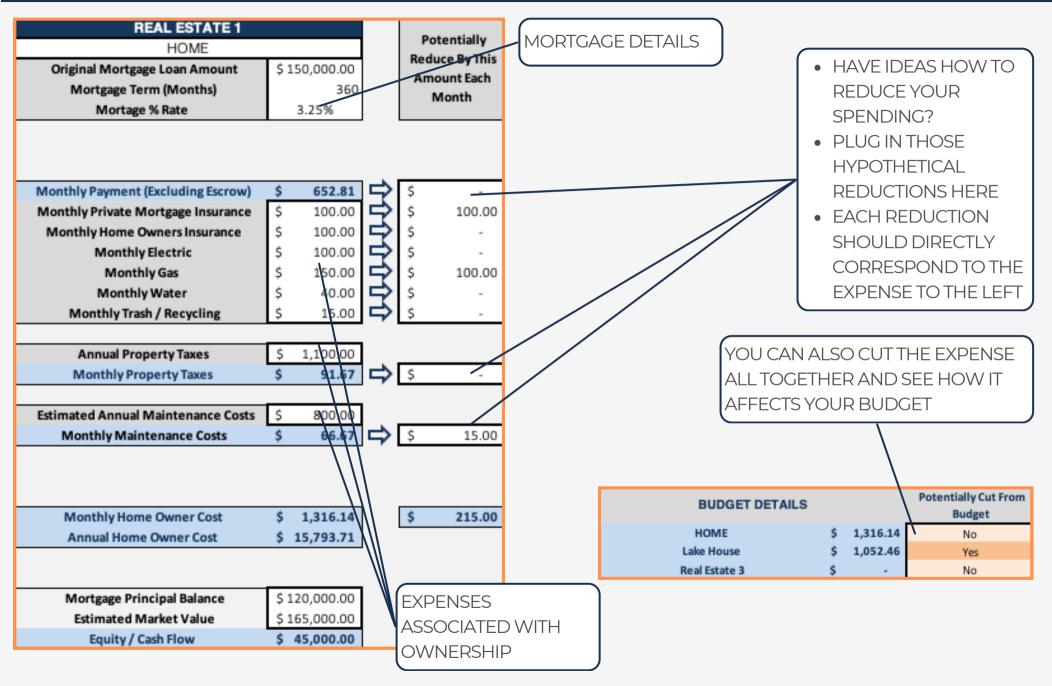


### THIS JOURNEY BEGINS WITH FILLING OUT THE BUDGET TABS



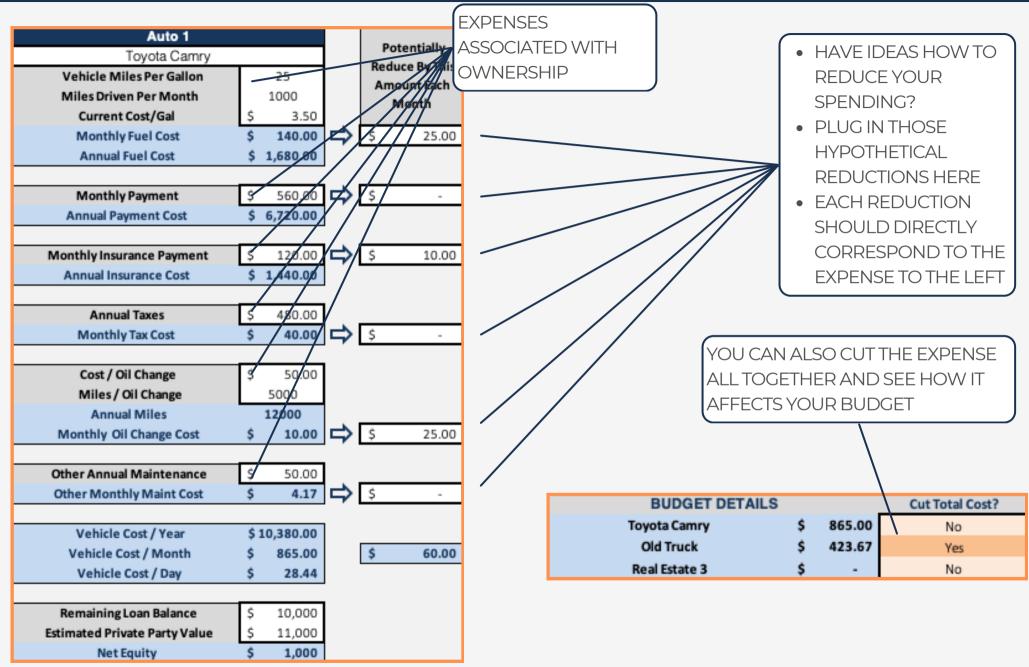
# 2 - REAL ESTATE





# 3 - AUTO





# 4 - ALL OTHER DEBT TABS



THE OTHER DEBT TABS ARE SIMPLER THAN REAL ESTATE AND AUTO, BUT WITH THE SAME CAPABILITY. TAKE A FEW MINUTES TO FLIP THROUGH EACH OF THE TABS SO YOU KNOW WHERE TO LIST YOUR REMAINING BUDGET ITEMS.

Description	st Each Time It's Paid	How Many Times Do You Pay This Each Year? (Each Week = 52)	Total Annual Cost		Monthly Cost		Potentially Reduce By This Amount Each Month		Cut Total Cost?	Total Budget Cuts	
Disney Plus	\$ 7.99	12	\$	95.88	\$	7.99	\$	-	Yes	\$	7.99
Peacock	\$ 4.00	12	\$	48.00	\$	4.00	\$	-	No	\$	-
Bowflex Journey	\$ 150.00	1	\$	150.00	\$	12.50	\$	-	Yes	\$	12.50
Experian Credit Reporting	\$ 17.00	12	\$	204.00	\$	17.00	\$	-	No	\$	-
	\$		\$	-	\$		\$	-	No	\$	-
	\$		\$	-	\$		\$	-	No	\$	-
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			\$	497.88	\$	41.49				\$	20.49

# 5 - DASHBOARD SETUP



### **ALMOST THERE!**

- SELECT YOUR CURRENCY USING THE DROP DOWN MENU
- SET YOUR TAKE HOME PAY. THIS SHOULD BE YOUR TOTAL MONTHLY AFTER TAX PAY.



# 6 - CHANGE IN CASH FLOW



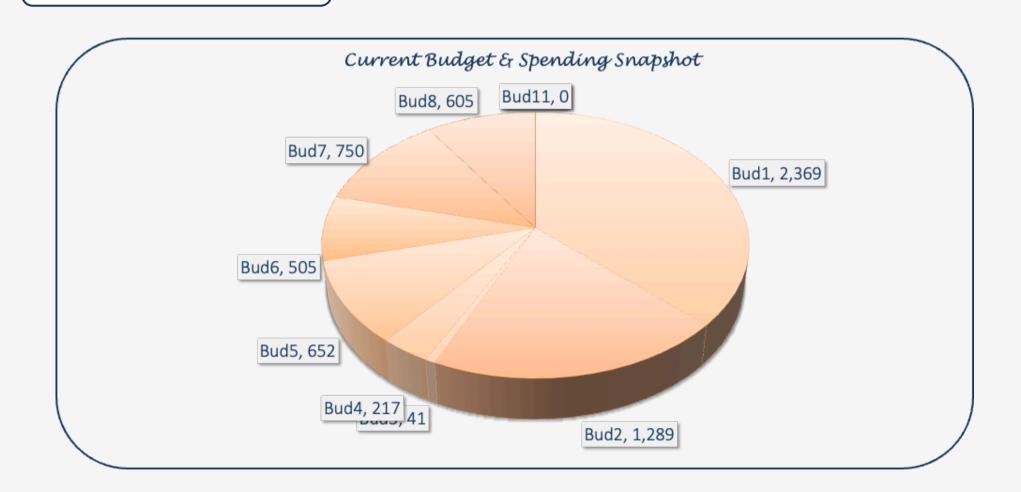
ONCE YOU'VE GONE THROUGH ALL TABS AND ADDED YOUR SAVINGS OPPORTUNITIES. YOUR CHANGE IN CASH FLOW WILL BE SHOWN IN YOUR DASHBOARD

Current Budget Total	\$	6,427.42			
Current Cash Flow	\$	72.58	<b>*</b>		
Dotontial Budget Total	ċ	4 652 40			
Potential Budget Total	>	-	1		
Potential Cash Flow	\$	1,847.52			
			<del>)/</del>		
	Current Cash Flow  Potential Budget Total	Current Cash Flow \$  Potential Budget Total \$	Current Cash Flow \$ 72.58  Potential Budget Total \$ 4,652.48		

# 7 - CURRENT BUDGET BREAKDOWN

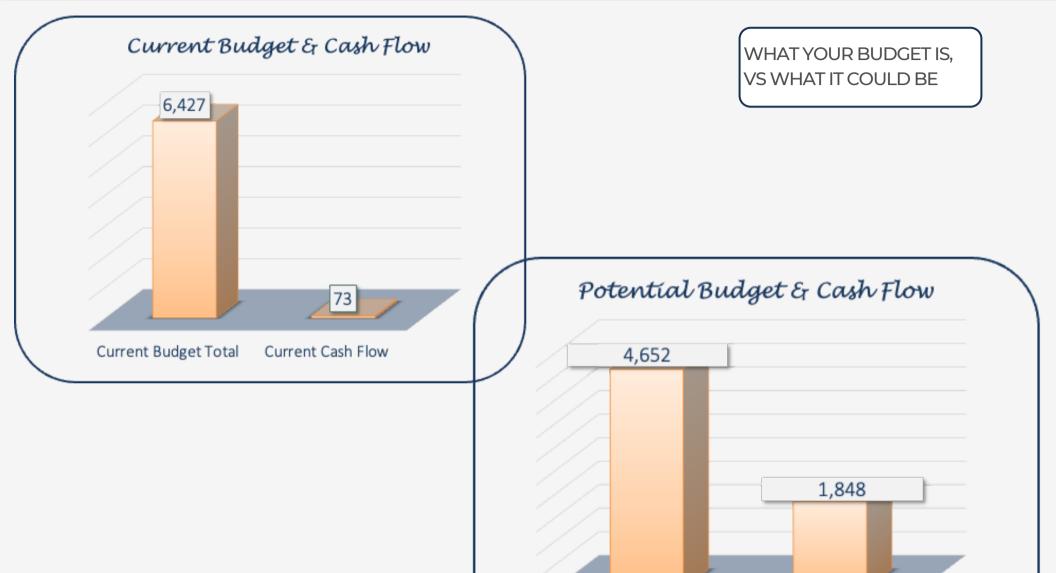


THIS IS A BREAKDOWN OF YOUR CURRENT BUDGET, FOR EASY VISIBILITY OF WHERE YOU ARE SPENDING THE MOST MONEY.



# 13 - BUDGET COMPARISON





Potential Cash Flow

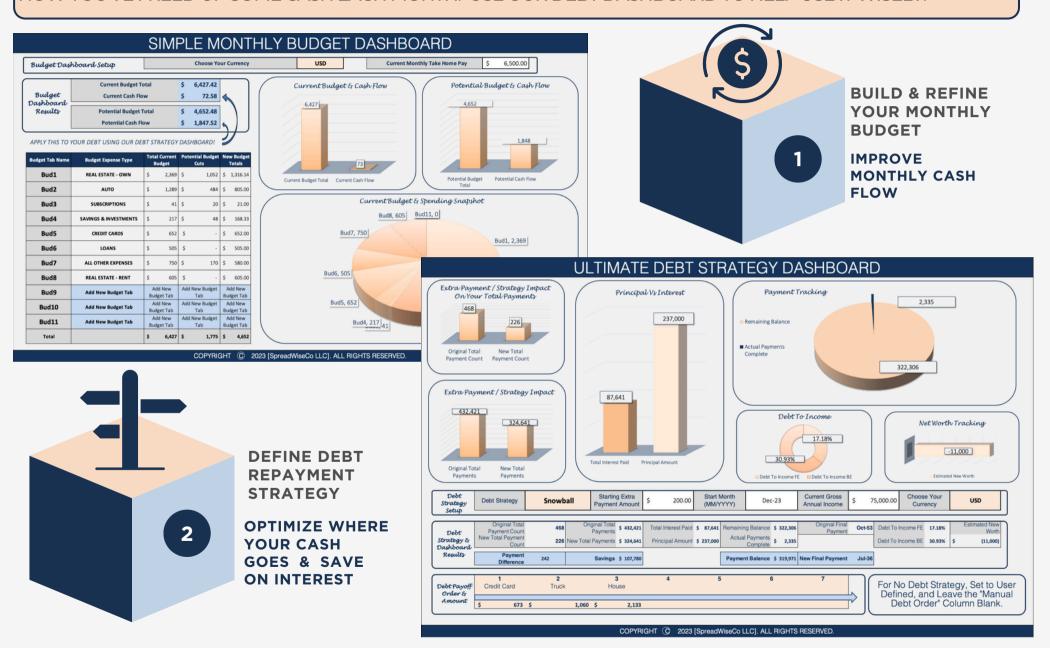
Potential Budget

Total

# 14 - NOW WHAT?



NOW YOU'VE FREED UP SOME CASH EACH MONTH. USE OUR DEBT DASHBOARD TO HELP USE IT WISELY!



# **IMPORTANT**

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