

Adding Annual Living Expenses into eMoney

- Go to [eMoney](#)
- Login
- Click on the **Organizer** tab at the top left

The screenshot shows the eMoney Organizer interface. At the top, the 'Organizer' tab is highlighted with a red box. Below the navigation bar, there are two user profile cards for Karen Brown (KB) and Janice Brown (JB). On the left sidebar, the 'Income, Expenses, and Savings' option is highlighted with a red box.

- Click **Income, Expenses, and Savings**
- Scroll down to the **Annual Living Expenses** section

The screenshot shows the 'Income, Expenses, and Savings' section. The 'Annual Living Expenses' section is highlighted with a red box. Below it is a table with columns for 'Expenses' and 'Value'. The table lists various expenses and their corresponding values.

Expenses	Value
After School Classes	\$0
ATM Fee	\$0
Auto Insurance	\$0
Bank Finance Charge	\$0
Business Services	\$0

- The expenses will all be at a default of \$0
- To update the amount, click on the expense and enter the **Annual Amount**

The screenshot shows the MFA Organizer interface. At the top, there is a navigation bar with 'MFA' logo and links for Home, Organizer, Workshop, Spending, Vault, Reports, Help, Settings, and Sign Out. Below the navigation bar, there is a 'Go back to Organizer' link and the title 'Income, Expenses, and Savings'. The main content area is divided into two sections: 'Annual Income' and 'Annual Living Expenses'. The 'Annual Living Expenses' section contains a table with the following data:

Expenses	Value
After School Classes	\$0
ATM Fee	\$0
Auto Insurance	\$0
Bank Finance Charge	\$0
Business Services	\$0

- Make sure to enter the **annual amount** of your expense
- Example: if you spend \$200 on Auto Insurance a month, enter \$2,400
- Click **Save**

The screenshot shows the MFA Organizer interface with the 'EDIT LIVING EXPENSE' dialog box open. The dialog box has the following fields and options:

- Type: Auto Insurance (dropdown menu)
- Annual Amount: \$2,400 (input field)
- Mandatory: (checkbox)

At the bottom of the dialog box, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

- To add a new expense that's not already listed, click **Add Itemized**

The screenshot shows the MFA Organizer interface. At the top, there is a navigation bar with 'Home', 'Organizer', 'Workshop', 'Spending', 'Vault', and 'Reports' (checked). On the right, there are links for 'Help', 'Settings', and 'Sign Out'. Below the navigation bar, there is a breadcrumb trail: 'Go back to Organizer' > 'Income, Expenses, and Savings'. The main content area is divided into two sections: 'Annual Income' and 'Annual Living Expenses'. The 'Annual Income' section has a table with columns 'Income' and 'Value'. It lists 'Janice Salary' for \$134,000 and 'Karen Salary' for \$92,000. An 'Add' button is located at the top right of this section. The 'Annual Living Expenses' section has a table with columns 'Expenses' and 'Value'. It lists several expense types: 'After School Classes' (\$0), 'ATM Fee' (\$0), 'Auto Insurance' (\$2,400), 'Bank Finance Charge' (\$0), and 'Business Services' (\$0). An 'Add Itemized' button is located at the top right of this section and is highlighted with a red box.

- Enter the **Type** of expense
- Enter the **Annual Amount**
- Click **Add**

The screenshot shows the MFA Organizer interface with the 'ADD LIVING EXPENSE' modal open. The modal has a title bar with a plus icon and the text 'ADD LIVING EXPENSE'. Inside the modal, there are three fields: 'Type' with a dropdown menu showing 'Pottery Classes', 'Annual Amount' with a text input field containing '\$1,800', and 'Mandatory' with a checked checkbox and the text '(non-discretionary)'. At the bottom of the modal, there are two buttons: 'Add' (highlighted with a red box) and 'Cancel'. The background of the interface is dimmed, showing the same 'Annual Living Expenses' table as in the previous screenshot.