



Step 1) From the app's dashboard, tap on 'View All' under Spending Summary to access Expenses dashboard.



Step 2) Alternatively, tap on **'Expenses'** to access the Expenses dashboard.



Step 3) You are able to view expenses by month, categories & merchants.





Step 4) Tap 'Filter' to filter expenses.



Filter expenses by cash, accounts or cards.



Step 5) To view Expenses breakdown done via online spending, tap **'Online'.**





Step 6) Tap on an expenses to view or edit expenses details.

Note: Some expenses (e.g.: transfers) cannot be edited.



Step 7) Tap on 'Edit Transaction'.

Step 8) You are able to edit expenses category and add remarks, if any.

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Step 9) To add a new expense, tap **'Add Expense'** on the expenses dashboard.





Step 10) Enter new expense details, and tap on **'Add Expense'**.



New expense has been successfully added.