Love Jays Financial Tracking Cheat Sheet

- The "Year" tab is a complete overview of your finances. All the information on this page is fully automated from the data entered on the various month tabs (Jan, Feb, Mar, etc.) except for the following:
    - Yearly Variable Expenses Categories
        - A2 – A20
    - Yearly Fixed Expenses Categories
        - A26 – A40
    - Monthly Variable Expenses Budget
        - P2 – P20
        - Q2 – Q20
    - Monthly Fixed Expenses Budget
        - P26 – P40
        - Q26 – Q40
    - Savings Account Balance
        - B51 – M51
    - Retirement Account Balance
        - B54 – M54

- Each category in the "Year" tab **MUST** have a unique title to avoid miscalculating the monthly budgets
    - Example: In the current spreadsheet, "Other 1" is listed twice. Be sure to make two distinct titles before continuing.

- The month tabs are where you will manually input all your financial transactions throughout the month.

- Each month tab provides your "Variable Expenses Categories" and "Fixed Expenses Categories"
    - In addition to these two categories, the month tab features the following:
        - **Actual**
            - The amount of money spent in each category
        - **Budget**
            - The predetermined number as set in the "Year" tab
        - **Remaining**
            - The amount of monies still available in each category
    - Note: All three features listed above are automatically calculated based on the values listed in the transaction area described below.

- For each transaction, list the following information:

- Date
  - Date transaction was processed
- Expense
  - Merchant name
- Category
  - As denoted on your "Year" tab
- Price
  - Cost of transaction
- Note
  - Additional information relating to transaction

- As each transaction is entered into the monthly tabs, the data will automatically appear in the "Year" tab.
  - Important Note: The transactions categories **MUST** match the categories listed on the "Year" tab (A2 – A20 or A26 – A40). If these items do not match, the spreadsheet will not automatically transfer data between the two sheets.

- The "Income" box on the month tab is not automated and must be manually entered.