1. Open the app to see a similar screen

A screenshot of a cell phone

Description automatically generated

1. The top of the screen shows your current balance total
2. If you would like to add a transaction to you list and change you total do the following
   1. Click the white box next to the label “Date” and enter the date of the transaction
   2. Click the white box next to the label “Amount” and enter the Amount of the transaction
   3. Click the white box next to the label “Activity” and enter a short description of the nature of the transaction
   4. Click the button with the “+” if you made money and click the button with the “-” is you spent money
3. After that the transaction will be added to a list in the box labeled “History”
4. This list will be scrollable