#### **User Manual**

Bear Budget is a personal budgeting tool that allows the user to categorize their spending and add any additional notes or recurring expenses. It contains a login system, a transaction log, a transaction submenu, a category submenu, and a content page. We have designed Bear Budget so that it is convenient and user friendly.

# Login System

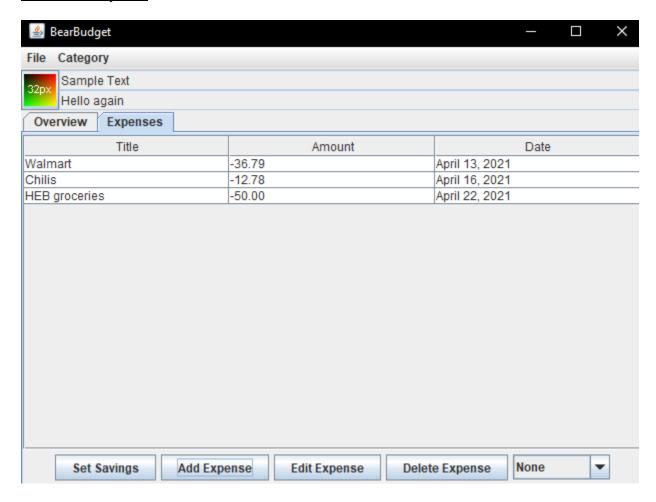
<b>≗</b> >	_	×
Username:		
Password:		
Login	Create Account	

Upon opening the application, the user will be presented with the login screen. If the user has already created an account, they are able to enter their username and password to login. Their information in their account will be automatically loaded when they successfully login.

To login, the user will enter their username and password and click the login button. If their credentials are correct, the system will log them in. If they are not correct, their login attempt is invalid, and the system will not log them in.

To create an account, the user will enter their desired username and password and click the create account button. Then, the default content page of the application will be automatically opened.

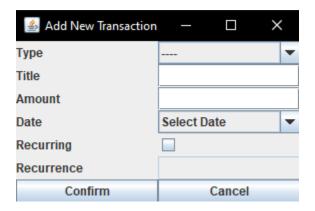
### <u>Transaction System</u>



To locate the transaction submenu, the user can click on the expenses tab on the content page. Any entered expenses or income will be displayed in the transaction log, sorted by date by default.

To filter the transactions by category, the user can select the combo box in the bottom right corner of the menu. There, all the user's categories are listed. The user can select a category, then all the transactions under that category will be displayed. "None" is selected by

default, so all the transactions are displayed in the table. To update the list of categories in the combo box, then the user can select "Refresh List".



To add an expense or income to the transaction log, the user can select "Add Expense" button. The add expense frame will be opened and the user will be able to specify whether the transaction is an expense or income, its title, the amount, the date, whether it is recurring, and the number of days it is recurring.

To edit a transaction, the user can select "Edit Expense" button and a similar window to "Add Expense" will open. The transaction's information will already be filled into the fields. The user can edit any field and then select confirm to save the changes.

To delete a transaction, the user can select a transaction from the transaction log and select "Delete Expense". Then, a confirmation window will open prompting the user to confirm their decision. If the user confirms, then the selected transaction will be deleted from the transaction log and all associated categories.

To update the user's current savings, the user can select "Set Savings" button and they will be prompted to enter the amount of savings they currently have. The updated savings will appear near the top of the application, on the "Current balance:" line.

## **Category System**

To view the category list, the user can select "Category" tab at the top of the application and then "View Category List" to open the category submenu.



To add a category, the user can select the "New" button. This will open a menu where the user can enter the category name and any associated notes that will be displayed along with the category. To save the changes, the user can select the confirm button.



To edit a category, the user can select a category from the list and select the "Edit" button. This will bring up a similar window to the add category button, but with the selected

category's information already filled into the fields. The user can edit the name and any note to the category and can select confirm to save the changes.

To delete a category, the user can select the "Delete" button, which will open a confirmation window where the user will be prompted to confirm their decision to delete the category. If the user confirms their decision, the category will be deleted from the list.



To add a transaction to a category, the user can select the desired category from the list.

Then, the user can select "Add Transactions" button and a menu will open with the list of transactions. To add an association between a transaction and the selected category, the user can select the check box on the right side of the window.

To return to the default menu of the program, the user can select the "Back" button. Their changes to the category list will be saved.

### Saving Changes

Finally, to save all changes made to the user's information, including the transaction system, the category list, and their savings, the user can select the "File" tab at the top of the application. From there, the user can select "Save". This will automatically save all of their updated information to the user's information files. This will not close the application.