

Money Manager User Manual: Goals

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Goals Help

Each goal you create will be tied to only one of the accounts you've added — except retirement goals, which can be tied to multiple accounts. If you have multiple savings accounts, you may create multiple savings goals.

Your goals appear on the timeline as colorful circles. As you scroll to a savings or retirement goal, you'll see the amount you've put aside for that goal as well as the total amount you hope to achieve. Goals will automatically update as you put money into a savings account or pay off a debt.

The first time you view the Goals tab, you'll see a welcome screen.

- Select **Get Started**.

This will bring up the tab's main screen. Here, you'll see the timeline with the future up at the top of the screen. On the left you'll see a slider, used to navigate back and forth on the timeline. You'll see **Total Monthly Contribution** on the top of the screen, along with buttons to add and manage goals on the.

To access the Goals feature on mobile:

1. Tap the main menu, designated with the ☰ character.
2. Tap **Goals**.

Creating goals

It's time to start setting up your goals. You can create three types: savings, debt payoff, and retirement.

To set up a goal:

1. Tap the + button.
2. Choose a goal type: savings, debt payoff, or retirement.
Each type of goal is a little different and requires slightly different information.

Savings goals

We encourage you to start by setting up an emergency savings goal. Saving \$1,000 in an emergency-only account is a good start, but working toward 3–6 months of living expenses is even better.

To create a savings goal:

1. Tap the + button.
2. Choose the **Savings** goal type.
3. Select a more specific type of savings goal. You can choose from: emergency fund, automobile, college, home, recreational, vacation, electronic, or other.
4. Edit the details for the goal: give it a name and set an amount you would like to save for your goal.
5. Press the **Select an Account** field. A window will appear listing all your non-chequing, non-debt accounts.
6. Tap the account you'd like to use for this goal.
7. Tap **Save**.

This goal will now appear on the main page of Goals — a green circle right above the date when the savings goal is expected to be achieved.

To see details and make changes to a savings goal:

- Tap the green savings goal on the timeline.

Debt payoff goals

If you've already connected a debt account to the software, then Goals will automatically pull in the information it needs to create a debt goal — including balance, APR, and minimum payments. Goals will use your minimum payment information to automatically calculate the date the debt will be repaid, but you can add more to your monthly contribution to pay things off sooner.

To create a debt payoff goal:

1. Tap the + button on the main Goals window.
2. Tap the **Debt Payoff** goal type. This will bring up a window that lists all of your debt accounts.
3. Check all the accounts you wish to track.
4. Tap **Save**.

Each debt account you selected will appear on the timeline as a blue circle above the date when they are expected to be paid off.

To see details and make changes to debt goals:

- Tap the blue debt on the timeline.

Retirement goal

To add a retirement goal:

1. Tap the + button on the top of the main Goals window.
2. Chose the **Retirement goal type**.
3. If you have already entered personal information in the Settings section, your birthday will automatically be imported. Otherwise, you can select the date of your birth by selecting the dropdown menu.
4. Choose the age at which you would like to retire. The default is 65.
5. Enter the amount of money you'd like to have when you retire.
6. Tap **Current Savings**. This will open a window from which you can choose a retirement account.
7. Check one or more retirement accounts. The total balance of selected accounts will be listed as your current savings. Tap **Add it Here** if you need to connect another account to the software.
8. Tap **Save**.
9. Tap **Save** on the next window as well.

This goal will appear on the timeline as a purple circle above the date you will reach your chosen retirement age. As you scroll to it, you'll see your current retirement savings and your desired savings side-by-side. If you aren't projected to achieve your desired retirement savings by your selected age — based on a 6 percent average rate of return — a blue **i** symbol will appear.

To see details and make changes to your retirement goals:

- Select the purple retirement goal on the timeline.

If you see a blue **i** appear over your retirement goal:

- Select the retirement goal to see what your projected retirement savings will be by your retirement age and how much less that is than your desired savings.

Manage contributions and priorities

Now that you've created some goals, you should determine what kind of monthly contribution makes sense for each goal. This will affect when each goal will be achieved. With the manage goals feature, you can adjust the size of your contribution to each goal type and determine the priority of goals within a specific type.

A contribution is the amount of money that you plan to allocate each month to an overall goal type. The priority is the order in which that contribution will be applied to each goal within a particular type. Your monthly contribution will be applied to whatever goal has the highest priority. When that goal is achieved, the contribution will be applied to the goal with the second-highest priority and so on.

To adjust your contribution and priority for savings goals:

1. Tap on the manage goals button on the top right.
2. Tap **Savings**.
3. Tap the **pencil icon** that appears and enter a monthly contribution.
4. Tap **Reorder** on the right to adjust the priority of multiple savings goals.
5. Select and drag the goals into the order you prefer.
6. Tap **Done**.

Debt goals are managed differently. Your contribution is an amount in addition to your minimum payments for each debt.

To adjust your contribution and priority for debt goals:

1. Tap the **Manage Goals** button.
2. On **Debt Payoff**.
3. Tap the **pencil icon** and enter a monthly contribution.
4. Tap the dropdown menu to reorder debt priorities. This will default to **Fastest Payoff First**. You can also choose **Highest Interest First**, **Lowest Balance First** and **Highest Balance First**.

To adjust your contribution to your retirement goal:

1. Tap the manage goals button.
2. Tap **Retirement**.
3. Tap the **pencil icon** and enter a monthly contribution.

You will have only one retirement goal, hence you won't need to determine a priority.