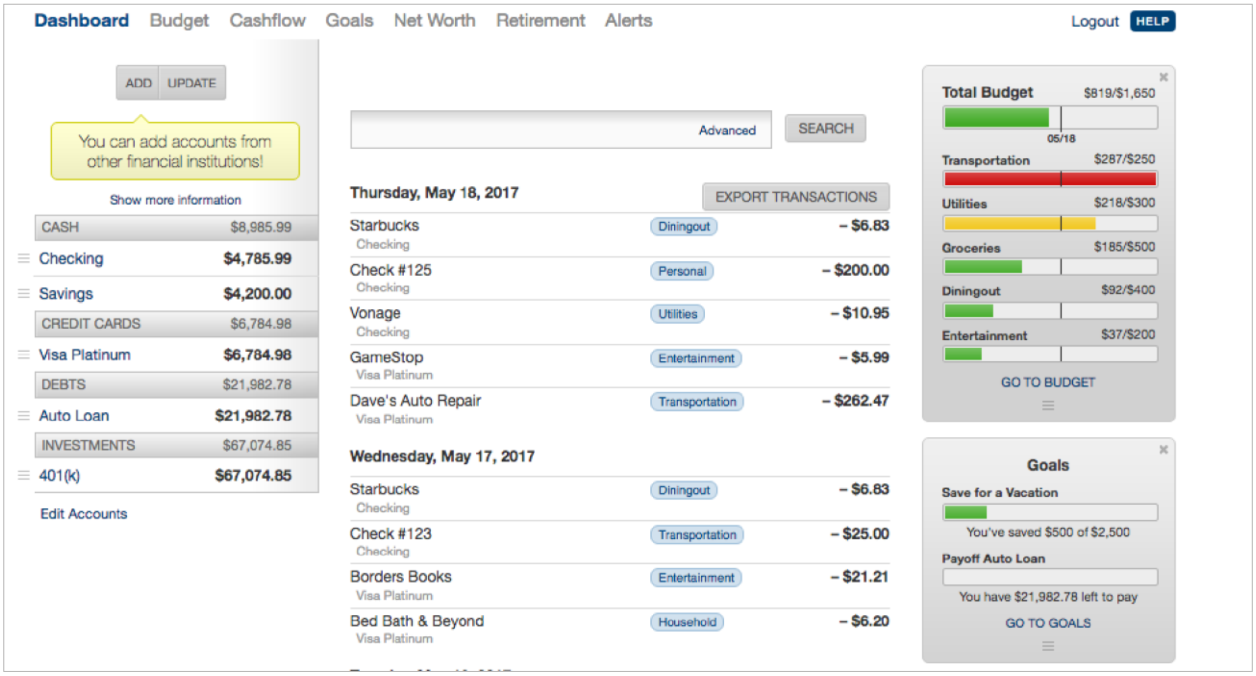
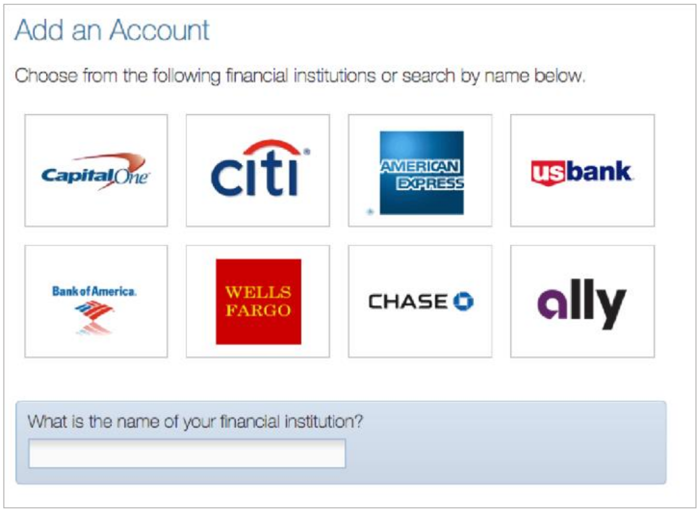
PFM User Manual

A brief walkthrough of the features of the SeaComm PFM

Dashboard

1. Account aggregation- add & update accounts (including external accounts), edit/delete accounts
2. Transaction feed- tagged transactions, split tagging, advanced search, and export transactions
3. Widgets-visual snapshot of what's important to the user (customizable)





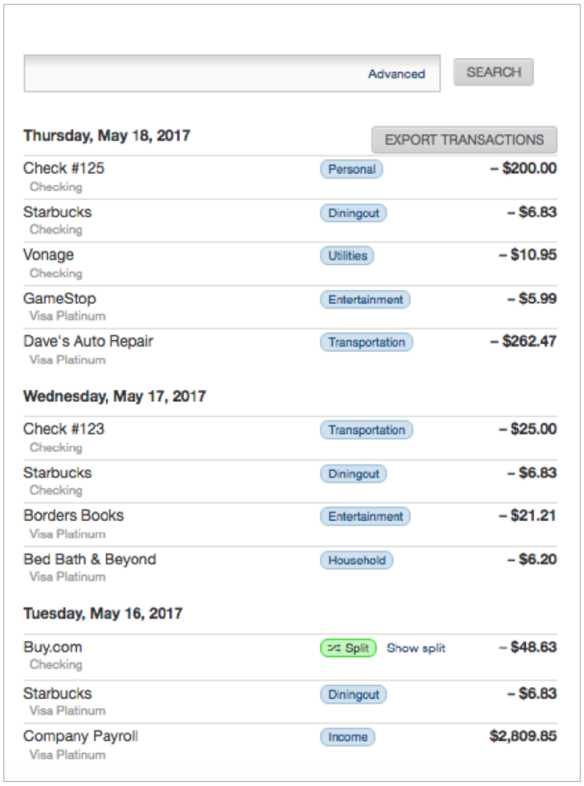
For adding an account select from one of the eight defaults or search the database.

User will be prompted to enter online credentials for that account and connect to the PFM.

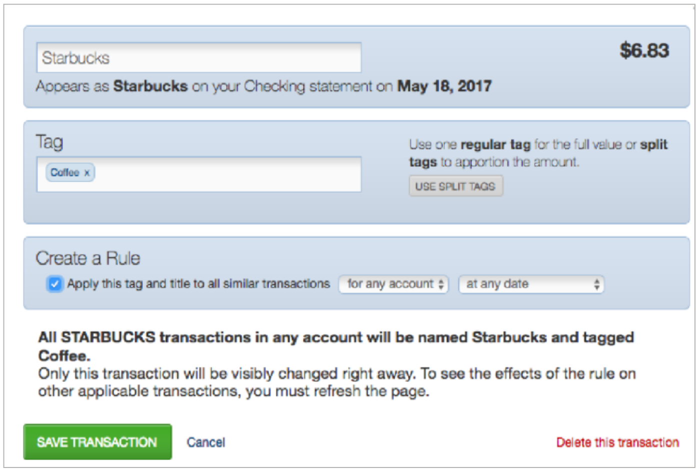
Tagging Transactions

1. Click on a transaction to create a custom tag and apply it to similar transactions. To remove the default transaction, simply click on the “x” next to the tag. For example, the Starbucks transaction, has been changed to Coffee.

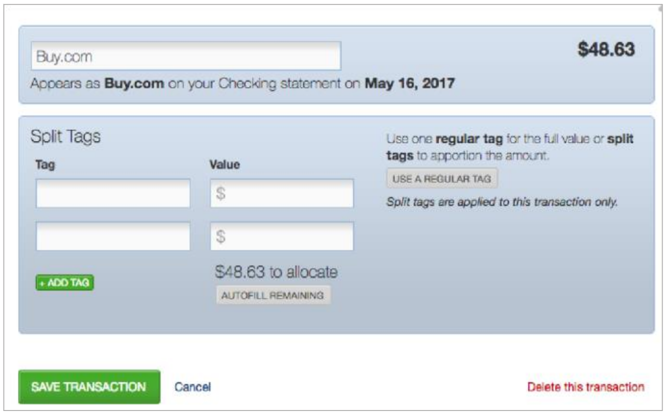
2. Split tagging allows the user to get specific and use multiple tags for one transaction. For example, in the Buy.com transaction, the user can change the tags to Personal & Business. Once complete, the transaction will display with a green tag.



Custom Tagging

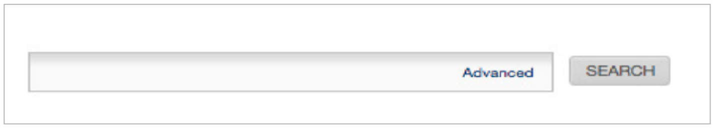


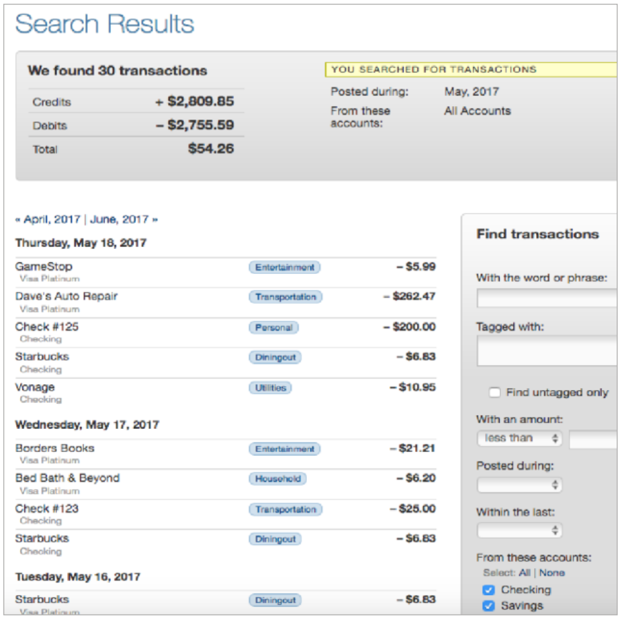
Split Tagging

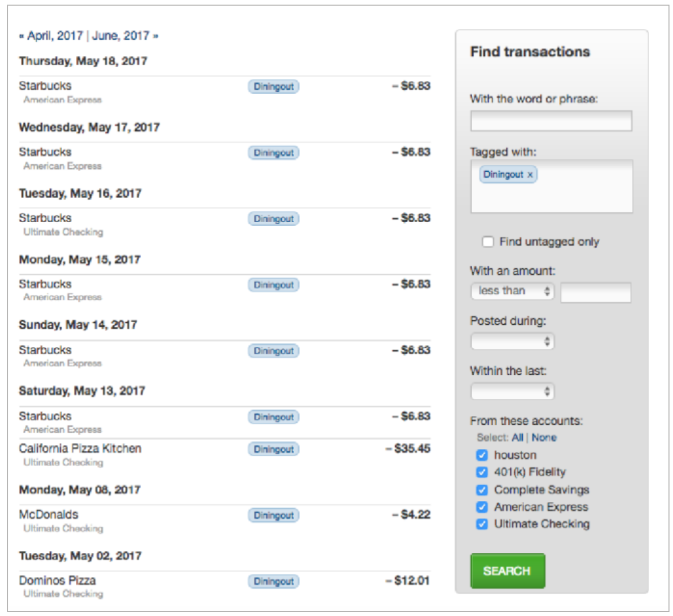


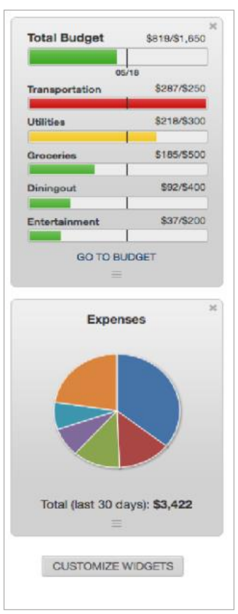
Transaction Search

Using the search tool allows the user to find transactions based on specific words, tags, or amounts. For example, the tag Dining Out was used to search transaction history:









Widgets

Seen on the right side of the dashboard and customizable the user can select several types:

Bills: View upcoming bills and paid bills.

Cash Flow Calendar: Monthly view of income and bills.

Expenses: Pie chart of top categories over last 30 days.

Budget: Summary of spending targets and monthly target.

Goals: Snapshot of goals and progress.

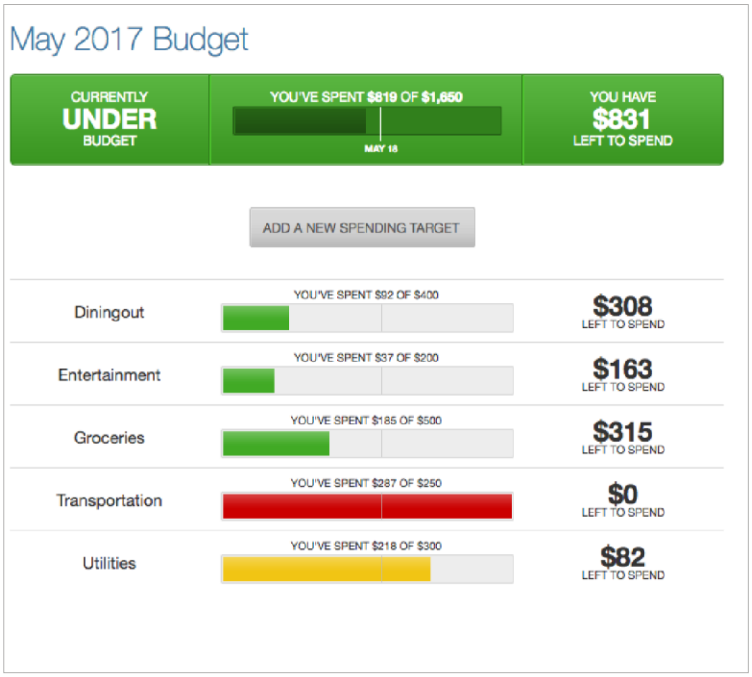
Upcoming Income: Sources of income by date.

Net Worth: Current net worth and previous month change.

Click on customize widgets to add more from the drop- down menu. To remove widget's, click the "x" in the right- hand corner.

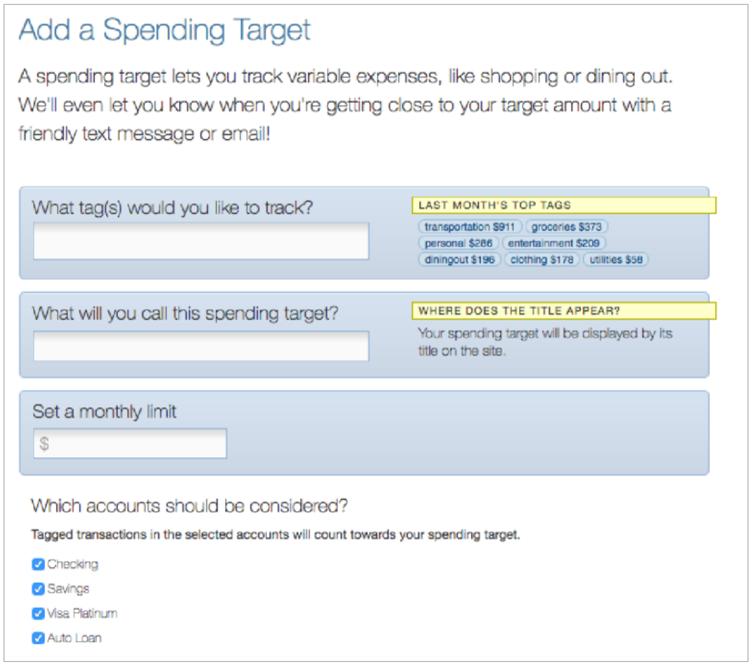
Budget

Spending targets allow the user to create budgets based on tags important to them.



The large bar on the top of the screen symbolizes the total amount of money for budgeting.

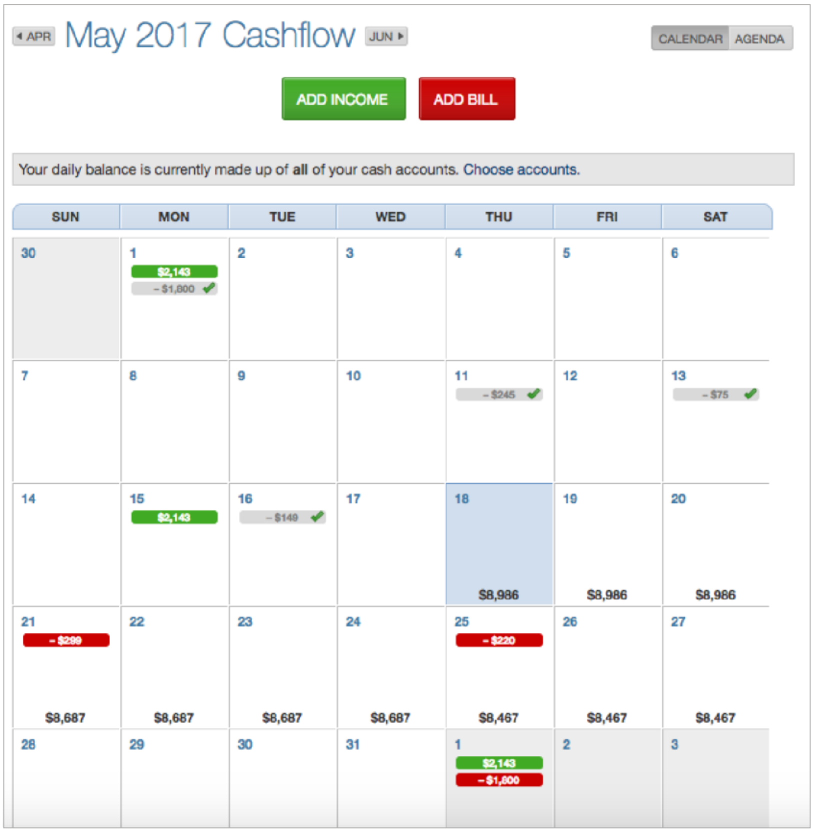
Further down on the screen shows progress for the month broken down by each spending target.

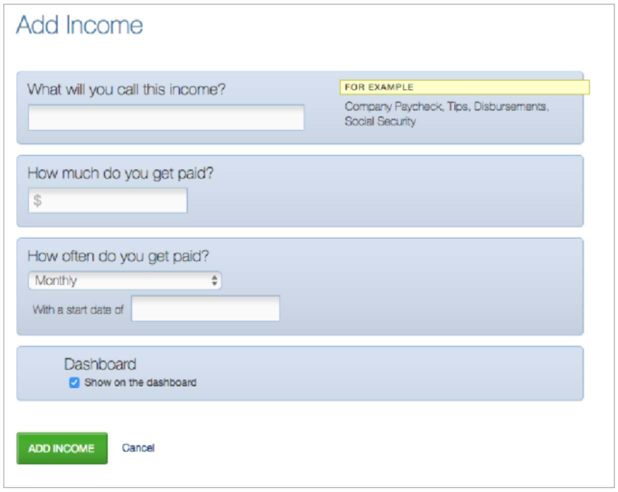


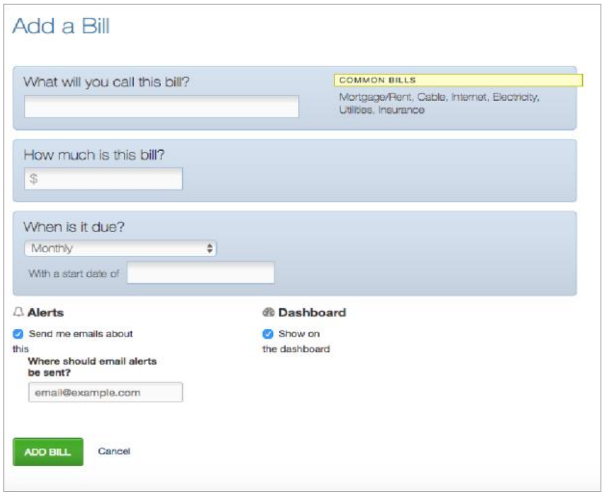
Enter the tags for the budget to track; include a name for the spending target and a monthly limit.

Cash Flow

Add bills and incomes on a recurring or non-recurring basis to more accurately depict available funds day to day.

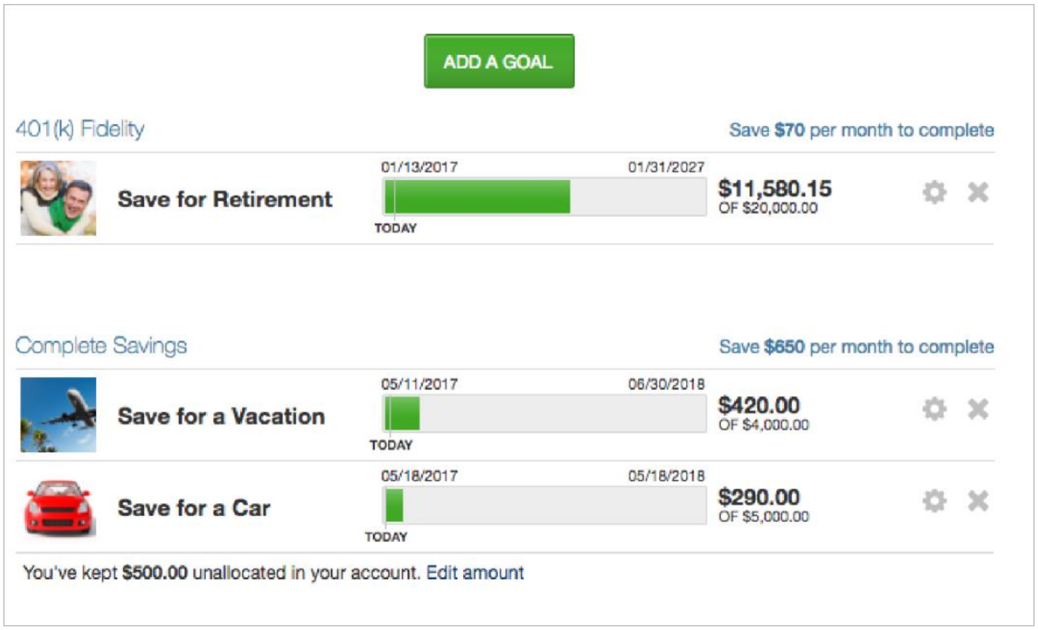




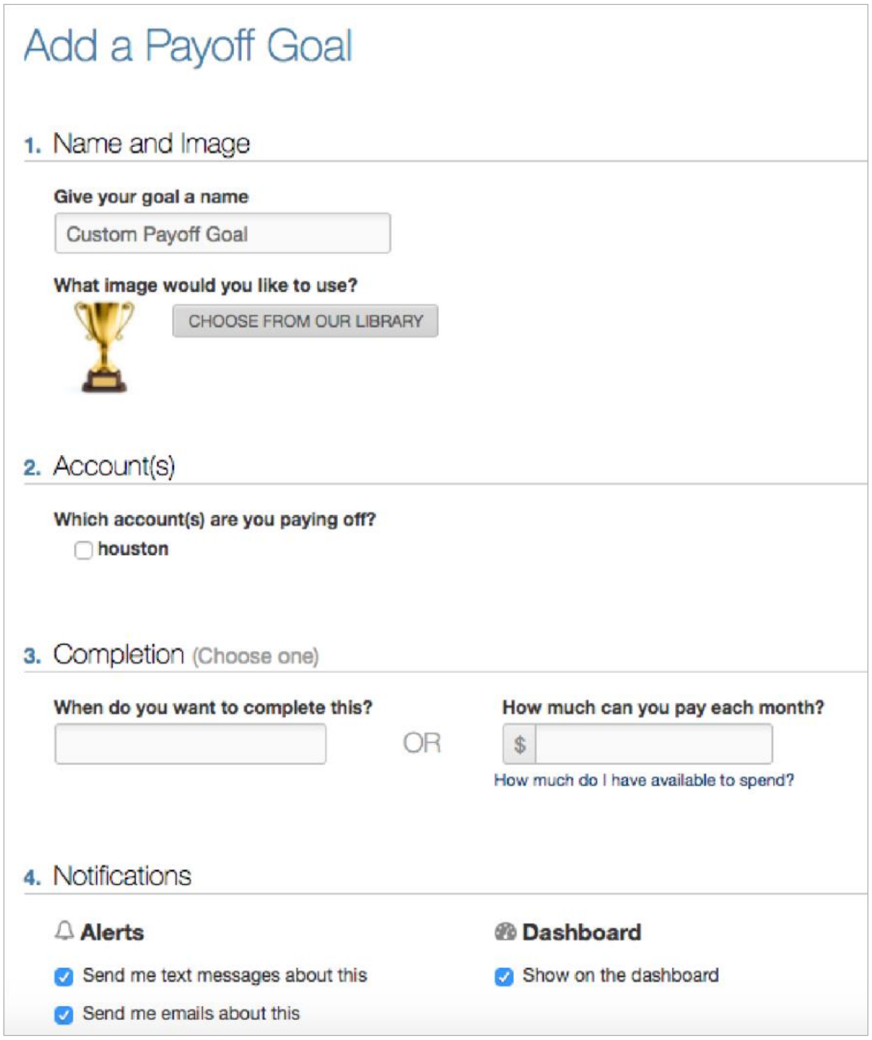


Goals

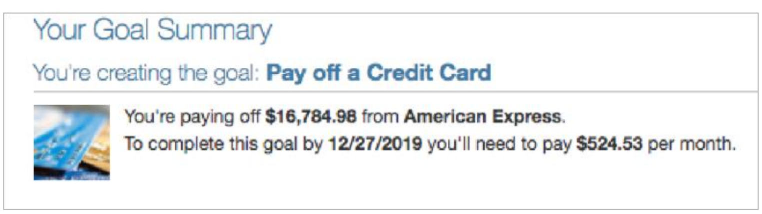
Create savings or payoff objectives. The goals are customizable by type, savings amount, and the user can see the current progress. This summary includes an overview of goals, how much needed to save to complete them, and which accounts they are attached to.



Select an image from the library that corresponds to the goal.



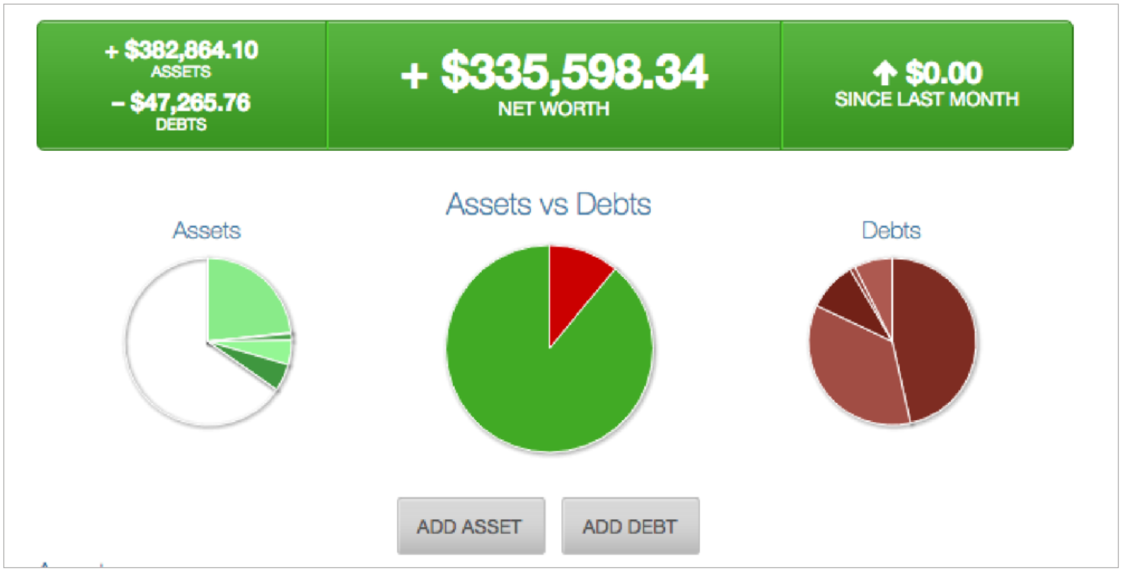
Create a custom name to make the goal specific, enter account to be considered, completion date or monthly amount.



Once all the information is entered the user will get a goal summary.

Net Worth

Monitor current assets and debts. The PFM automatically calculates net worth daily based on the accounts that have been added.



Assets		
401(k) Fidelity	Include in net worth calculation	$89,078.11
Complete Savings	Include in net worth calculation	$1,000.00
Ultimate Checking	Include in net worth calculation	$4,785.99
Money Market	Include in net worth calculation	$18,000.00
emergency savings	Include in net worth calculation	$20,000.00
House value	Include in net worth calculation	$250,000.00
Debts		
houston	Include in net worth calculation	$21,982.78
American Express	Include in net worth calculation	$16,784.98
Owe Parents	Include in net worth calculation	$4,500.00
Personal Loan	Include in net worth calculation	$500.00
CHASE	Include in net worth calculation	$3,498.00

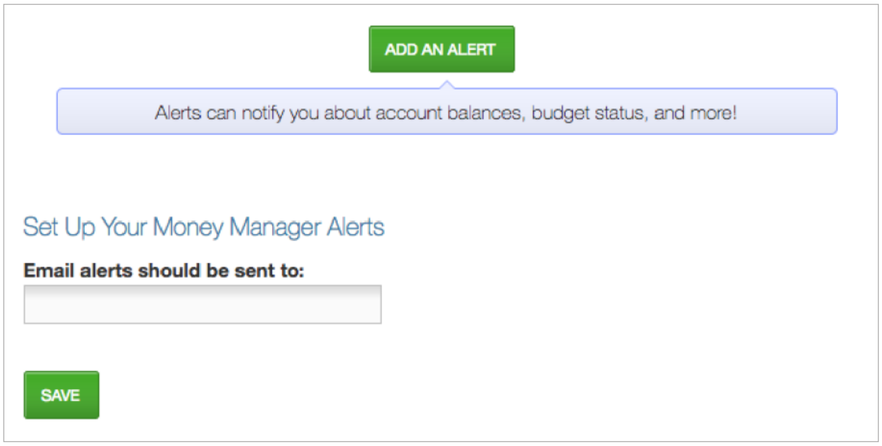
All accounts included in the PFM are automatically used in the net worth calculation.

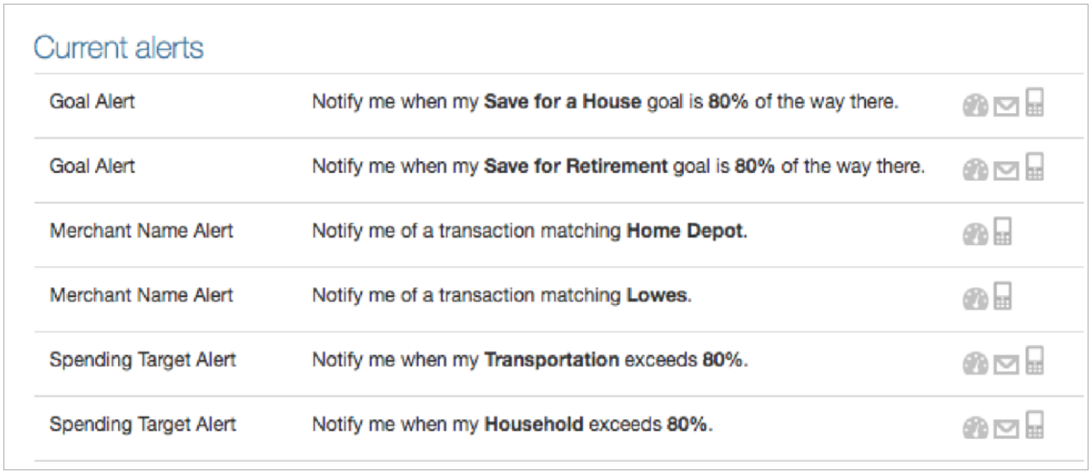
Users have the option to exclude any of their accounts from the calculation.

Manually added assets and debts, cannot be excluded from the calculation without deleting.

Alerts

Create customized alerts based on activity in the PFM. There are 6 different alert types to choose from. These alerts will always show on the top of the Dashboard, but the user can opt to receive text or e-mail alerts.





Account balance: Lets the user know when the balance of specified account falls below a certain amount.

Spending target: Notifies user when they spent a certain percentage of spending target(s).

Goal progress: Notified when a certain threshold is met towards a specified goal.

Bill reminder: Number of days before a bill is due.

Large transaction: Any transaction comes through that is over a certain amount.

Merchant name: A transaction is posted from a specified store.

Help

Find the Frequently Asked Questions and the ability to submit a support request for assistance.

The FAQs can be seen on the left- hand side of the 'HELP' page; simply click on a question to display an answer. If you cannot find the answer to your question here, you can use the 'Submit a Support Request' feature on the right- hand side. This will create a ticket request for our support team, who will respond by the end of the next business day.