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Spending Folders

Spending Folders allow online banking users to more closely track their monthly spending with the ability to create and maintain specialized folders with which they can view transactions spread across accounts and sorted according to one or many user-defined activity/job types. Online banking users can assign posted transactions to one or more custom folders based on activity type or inclusion in a certain project or job so they can be easily tracked. Each tracked transaction or amount factors into a running total that helps break down total spending activity.

Spending Folders are great tools that can be used to help manage various spending projects. While a job or project is in progress, you can use spending folders to monitor where money is going and how much. When the job or project is completed, its corresponding spending folder can be archived. This moves it out of the list of active folders but keeps it available for research.

The Spending Folders overview is located on right of the OLB Accounts screen/dashboard, just below the list of member accounts and above the Recent Transactions section.

Spending Folders

[All Folders](#)

+ New Folder

Allocate your spending into distinct folders

[Learn More](#)



As many folders as necessary can be created to provide a more detailed spending breakdown. The Accounts screen will display the eight most active folders at a given time, though the complete roster can also be viewed by clicking All Folders.

NOTE: Archived folders are moved out of active circulation and located in their own section beneath the active folders at the bottom of the All Spending Folders screen. To re-activate any archived folder, merely open it and then click Re-Open Folder.


Creating a Spending Folder

1. Click the **+ New Folder** button located at either the top of the Accounts screen view or the All Spending Folders screen.
 - a. This opens a sidebar window where you can customize the new folder's appearance

2. Enter the Folder Name
3. Click the Change Icon button
 - a. This pulls up a baseline list of icons, any one of which can be assigned to the folder to better identify or make it stand out from the rest of the folders
4. Click the icon that best fits the new folder visually
5. When you are satisfied with how the folder is named and appears, click Save.

×

New Spending Folder



↻ Change icon

Folder Name

Moving Expenses|

Save

Assigning a Transaction to One or More Spending Folders

The newly created folder appears in the Spending Folders section/ screen.

1. Click the appropriate folder to open it
2. Click the **All Transactions** link located at the right side of the screen.
 - a. You will notice that some transaction line items begin with a blue dot. If creating your first spending folder, all transaction line items will likely begin with a purple dot. This indicates that the transaction in question has not yet been sorted into a specific spending folder.


Moving Expenses

Total

\$0.00


Edit Folder

All Transactions


3. To assign a transaction to a specific spending folder, click the caret at the beginning of the line item to reveal its expanded detail.
4. Click **Add Folder** to bring up a sidebar containing all available spending folders.
5. Click the checkbox to select the proper spending folder(s) to track the transaction. Click **Close** when done. ×

Spending Folders

Select the Spending Folders this transaction is associated with.



General



Moving Expenses

Done

Editing a Transaction for Spending Folder Tracking

A breakdown of the folder or folders assigned to a transaction will appear beneath the original expanded detail, including in each line item the transaction Amount and Percentage of the transaction being tracked. If only one folder was assigned to a transaction, the Percentage value will show 100%. By default, if two or more folders were assigned, OLB will split the tracking Amount and Percentage evenly.

1. If you wish to assign a higher percentage of a transaction to one folder over another, click the **Edit Transaction** button.

11/29/2022		XXXXXXXXXXXX5313:11/29 900 ROCK HILL DR BENSAL... PAUS		Uncategorized	- \$75.22	Moving Expenses
Description	XXXXXXXXXXXX5313:11/29 900 ROCK HILL DR BENSAL...	Category				
Full Description	XXXXXXXXXXXX5313:11/29 900 ROCK HILL DR BENSAL...	Transaction Type	Debit Card			
Merchant Name		Amount			- \$75.22	
Note						

	Amount	Percentage	
Moving...	\$75.22	100 %	

[Split Evenly](#) [Add Folder](#) [Edit Transaction](#)

2. Clicking Edit Transaction opens several fields within the expanded transaction for editing, including Description, Category, and Note.

11/29/2022		XXXXXXXXXXXX5313:11/29 900 ROCK HILL DR BENSAL... PAUS		Uncategorized	- \$75.22	Moving Expenses
Description	XXXXXXXXXXXX5313:11/29	Category	Select			
Full Description	XXXXXXXXXXXX5313:11/29 900 ROCK HILL DR BENSAL... PAUS	Transaction Type	Debit Card			
Merchant Name		Amount			- \$75.22	
Note						

	Amount	Percentage	
Moving...	\$75.22	100 %	

Total \$75.22 100%

[Split Evenly](#) [Add Folder](#) [Cancel](#) [Save](#)

- a. You may either manually adjust the Amount or Percentage value being tracked by a given spending folder as desired.
- b. Each folder is represented by an editable line item.
- c. Adjusting either field will update the other within that line item in real time.
- d. The Amount field values being tracked across multiple spending folders must add up to the total transaction amount. By the same token, the Percentage field values

tracked across multiple spending folders must add up to 100%. Because both fields are updated in tandem, exceeding the limits of one field will necessarily also exceed the limits of the other.

- i. **NOTE:** While you cannot exceed your tracking limit, it is also not strictly required that you meet it. Any unallocated amount will automatically be placed by OLB into an un-editable catch-all repository called "General"
3. A red message beneath the line items will appear, informing the user of any discrepancy to be resolved (i.e. a Total in excess of the original transaction Amount and Percentage in excess of 100%) before the equation is balanced and can be saved.
 - a. You will be unable to save updates as long as a discrepancy exists.
4. Click Save when the folder tracking both has been updated as desired and is in balance.

Spending Folder(s) Identification and Detail

Minimize the updated detail at any time by clicking the caret at the beginning of the transaction line item. Note that every transaction line item ends with a space identifying its spending folder, if applicable:

- If the transaction is unassigned, the line item will bear a blue dot and the space will read "New".
- If the transaction is assigned, the space will display the folder/icon and name chosen by the user.
- If a partial transaction amount is not allocated to a spending folder, OLB will assign it to a folder named "General". This is an automatic catch-all bucket for unallocated transaction amounts.
- If assigned to multiple folders, as in the example above, the space will read, "Split into 3 folders".

Active spending folders are displayed in a section located to the right of the transaction list.

1. Click on any folder to view its contents.
2. Click on the caret beside any transaction line item to expand its detail as before.
3. Click **Edit Transaction** to update Description, Category, or Note or adjust tracking amounts/percentages spread across multiple folders, if applicable.
4. Click **Save** once you have finished editing.

Editing a Spending Folder

1. To edit an existing spending folder, first click to open it.
2. Once inside, click Edit Folder.



3. A sidebar interface will open, from which the user can do the following:
 - a. Rename the folder by manually updating the Folder Name field.

- i. NOTE: You can neither rename the existing "General" folder nor name a second folder "General".
 - b. Update the current folder identification icon by clicking Change Icon.
 - c. Move Transactions from this folder to another.
 - d. Deactivate the folder by clicking Archive.
 - e. Remove a folder altogether by clicking Delete Folder.
4. Click Save before exiting.