

CedisPay Budget App guide



Cedispay



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CedispayCredit

CEDIS
MICRO-
CREDIT
ENTERPRISE **PAY**



CedisPay Budget spreadsheet guide

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CedisPay 5 Steps Budget Guide



Introduction

Complete your budget using the CedisPay budgeting spreadsheet or Budget app by following these 5 steps. Download CedisPay budget template now: <https://cedispay.com.gh/budget-template>

Step 1: Identify Your Income Sources

- Go to the "Monthly Income" tab.
- Fill in your projected income in the "Projected" column.
- Include all sources of income, such as:
 - Regular Paychecks: Salary or wages from your primary job.
 - Bonuses: Additional compensation from your employer.
 - Freelance or Side Gigs: Income from freelance work, part-time jobs, or side hustles.
 - Rental Income: Money earned from rental properties.
 - Investment Income: Dividends, interest, or capital gains from investments.
 - Other Sources: Gifts, lottery winnings, monetary awards, etc.

Step 2: Categorize Your Expenses

- Go to the "Monthly Expense" tab.
- Fill in your projected expenses in the "Projected" column.
- Categorize your expenses using the 50/30/20 rule:
 - Essential Expenses (50%): Rent, utilities, groceries, transportation, etc.
 - Non-Essential Expenses (30%): Entertainment, hobbies, travel, etc.
 - Savings and Debt Repayment (20%): Emergency fund, retirement savings, loan payments, etc.

Step 3: Calculate Your Cash Flow

- The spreadsheet will automatically calculate your cash flow in the "Cash Flow" tab.
- Ensure that the projected total (cell C38) equals zero, indicating a zero-based budget.

Step 4: Track Your Transactions

- Record your actual income and expenses in the "Income" and "Expense" tabs, respectively.
- Update the "Actual" column regularly (daily, weekly, etc.).
- Adjust your budget as needed to stay on track.

Step 5: Review and Revise Your Budget

- Before the month begins, create a new budget to account for any changes or new expenses.
- Review your budget regularly to ensure you're on track to meet your financial goals.
- Make adjustments as needed to stay on track.

By following these steps, you'll be able to create a comprehensive budget and track your transactions effectively. Remember to adjust your budget regularly to stay on top of your finances.

FIRST DOWNLAD THE CEDISPAY
BUDGET APP OR SPREADHSEET
AT [https://cedispay.com.gh/budget-
template](https://cedispay.com.gh/budget-template) AND FOLLOW THE 5
STEPS PROCESS AFTER THIS
SLIDE

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How to Make a **BUDGET**

one
1

List your income.

two
2

List your expenses.

three
3

**Subtract expenses
from income.**

four
4

**Track your expenses
(all month long).**

five
5

**Make a new budget
before the month
begins.**



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