MainStreetBank

DIGITAL BANKING

How to Add Bills and Income to Cashflow

Cashflow Insights through Digital Banking is designed to help you monitor and plan your cash flow by tracking how much money comes in and out of your account(s).

01 Navigate to Cashflow

- From your main dashboard, you will have two options to access **Cashflow**
  - From the left navigation menu, click the **Insights** dropdown and select **Cashflow,** or
  - From your main dashboard, select the account you want to create a Cashflow for and click the **Insights** tile. From the Insights dashboard top menu, click **Cashflow**

02 Add a New Cashflow

- From the Cashflow dashboard (calendar), you will have two options to add a **Cashflow**
  - In the bottom right-hand corner of the Cashflow dashboard (calendar), click the **Plus** icon or
  - On the Calendar, click within date you want to add the Cashflow to
- From the Bill or Income pop-up, click **Bill or Income** tab to complete the following fields:
  - **Bill Name** or **Income Name**
  - **Amount**
  - **Starting Date**
  - Click **Save**

03 Manage an Existing Bill/Income Cashflow

- On the Insights dashboard, click **Cashflow** to take you back to the Calendar
- From the Calendar, click the schedules **Cashflow** that needs to be modified
- In the Bill/Income Cashflow, you can update the following:
  - Click **Pen/Pencil** (this will allow changes/modifications), Add a **Memo, Delete Event,** or check mark **Received/Paid**
- To go back to the Calendar, on the top right-hand corner of the Cashflow page, Click **X**