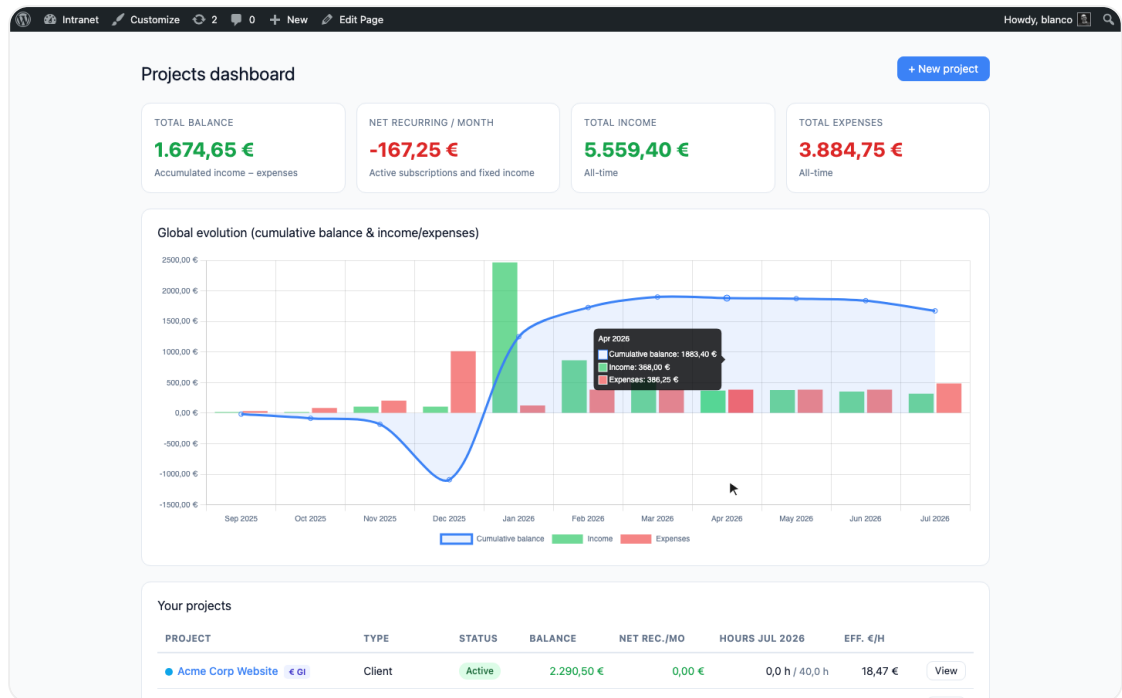
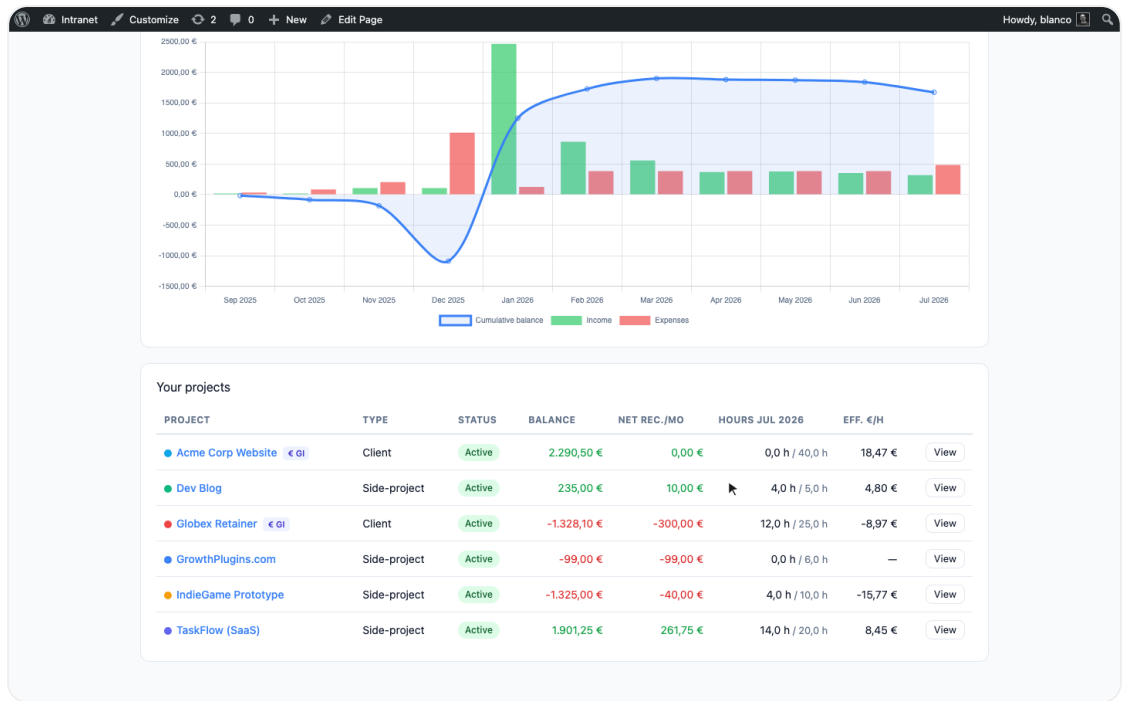


GrowthBalance — Onboarding Guide

- 1 Open the Project Balance section. This dashboard is where you track every freelance project — its hours, income and expenses at a glance.

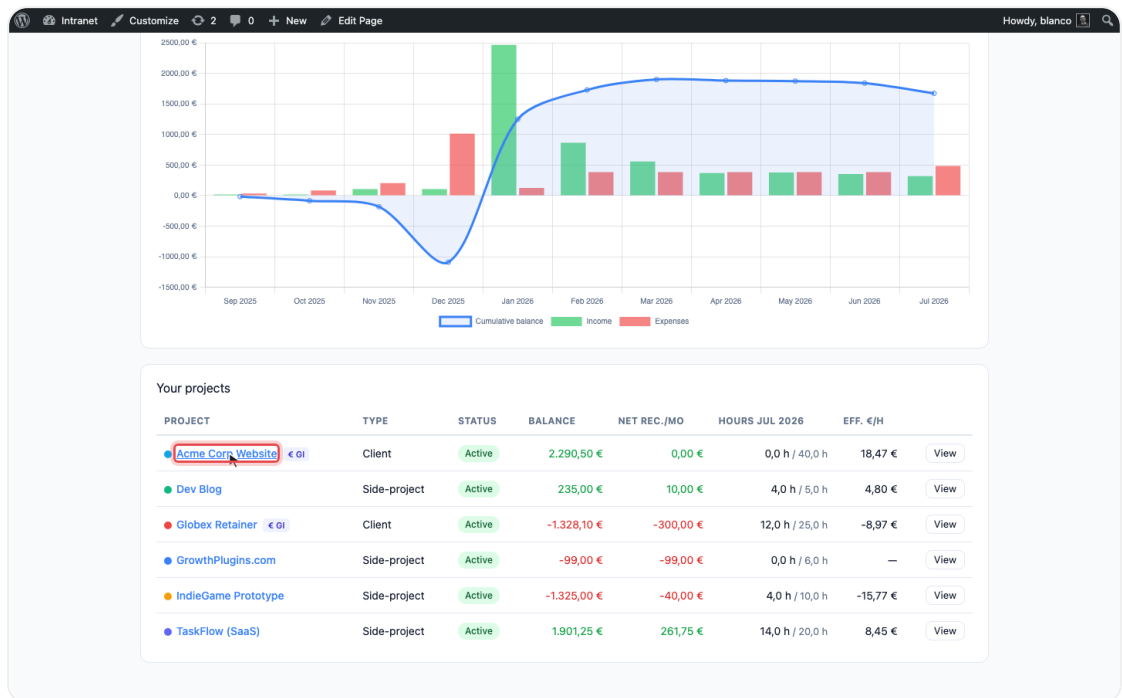


- 2 Scroll down to the «Your projects» table. Each row shows a project with its type, status, balance, monthly recurring net, tracked hours and effective hourly rate.



3

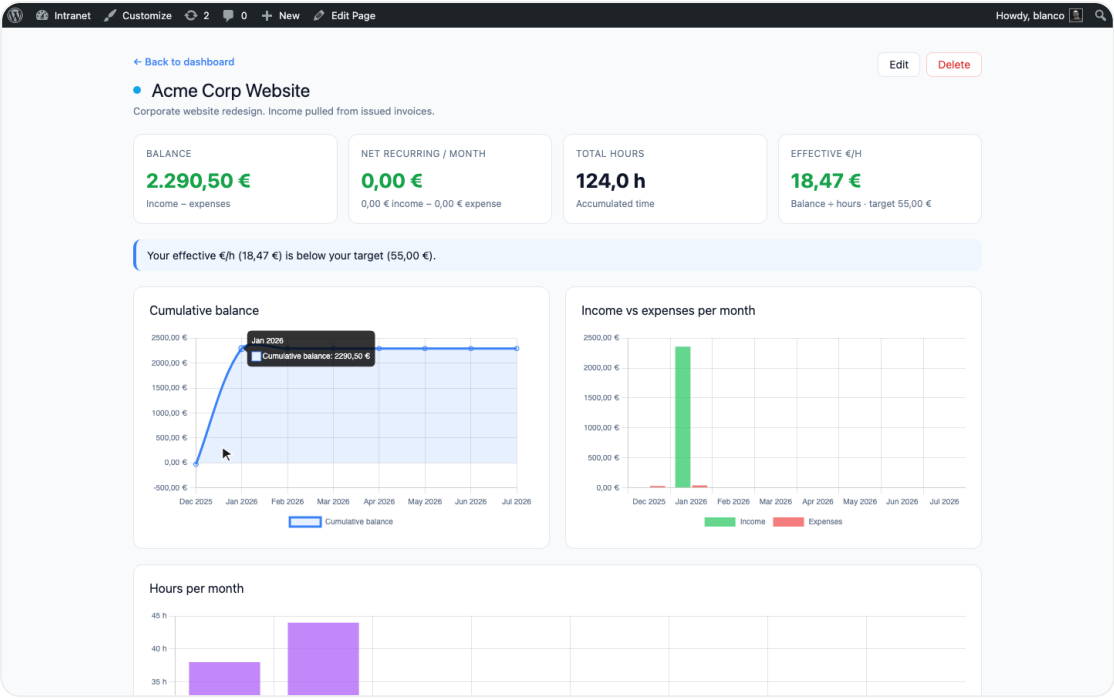
Click a project name (or its «View» button) to open its detail page. Here we open «Acme Corp Website».



4

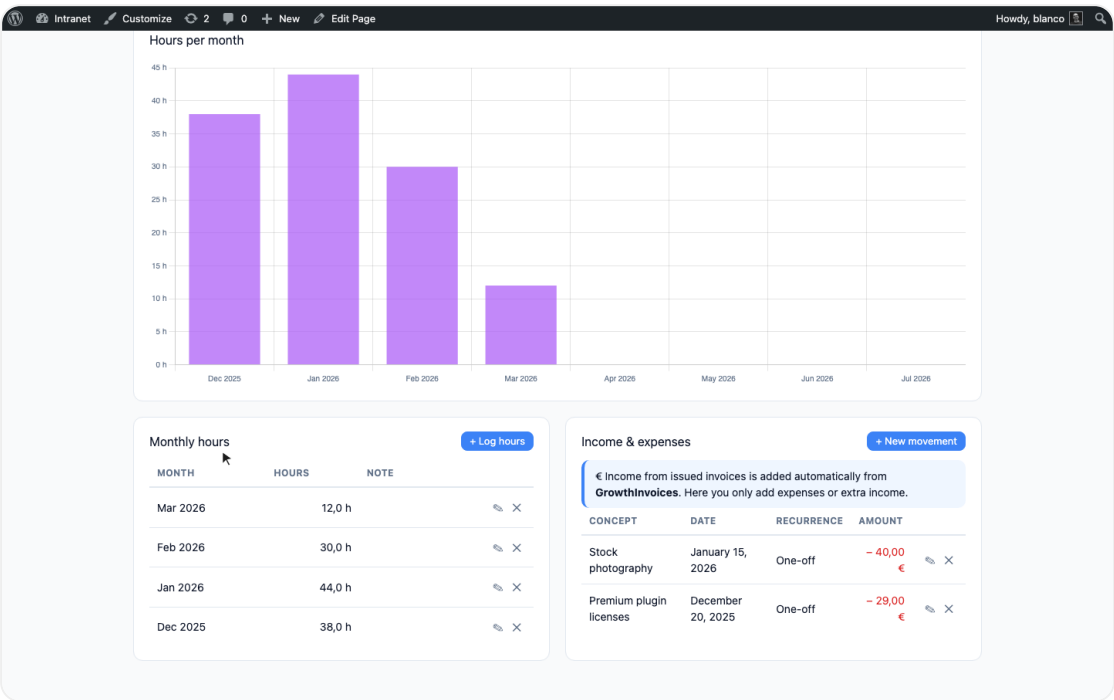
The project detail page shows the key figures (balance, monthly recurring, total hours and effective hourly rate), a smart alert when your rate is below target, and charts for cumulative balance, income vs expenses and hours

per month. Use «Back to dashboard» to return, or «Edit» / «Delete» (top right) to manage it.



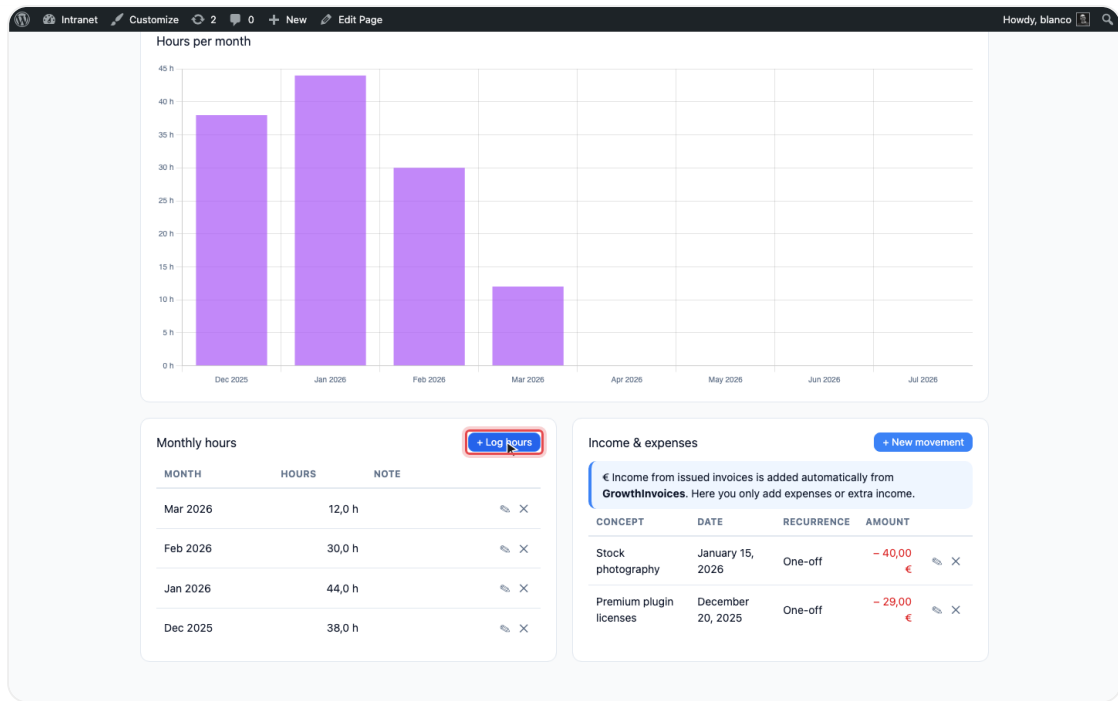
5

Scroll down to the project's detailed records: the «Monthly hours» panel and the «Income & expenses» panel.



6

To register time, click «+ Log hours» in the Monthly hours panel.



7

Enter the number of hours for the selected month (it defaults to the current month) and, optionally, a note describing the work.

The 'Log hours' dialog box is open, allowing entry for a new month. The 'Month' is set to July 2026, and the 'Hours' field is set to 8. The 'Note' field is empty. The background dashboard is dimmed.

Log hours

Month: July 2026

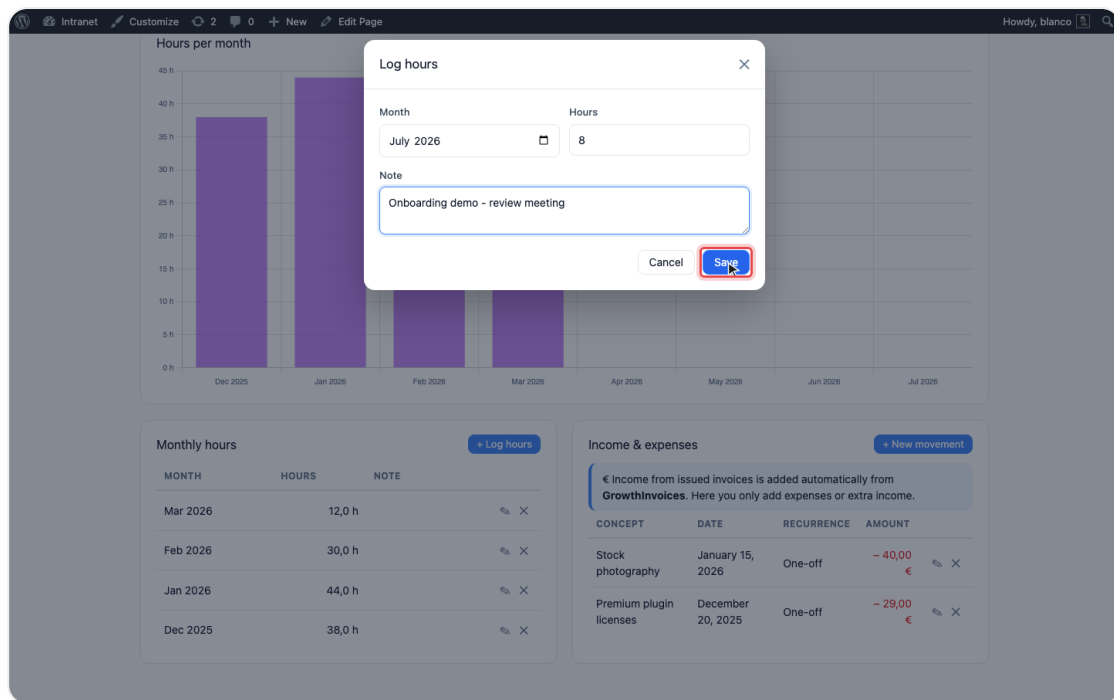
Hours: 8

Note:

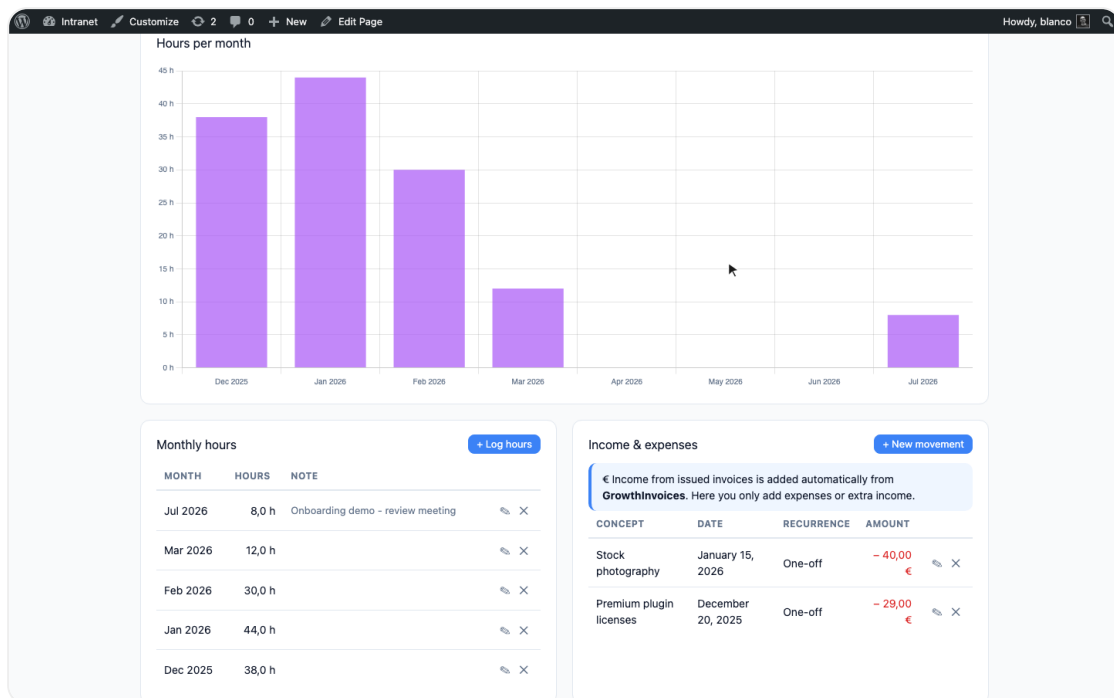
Buttons: Cancel, Save

8

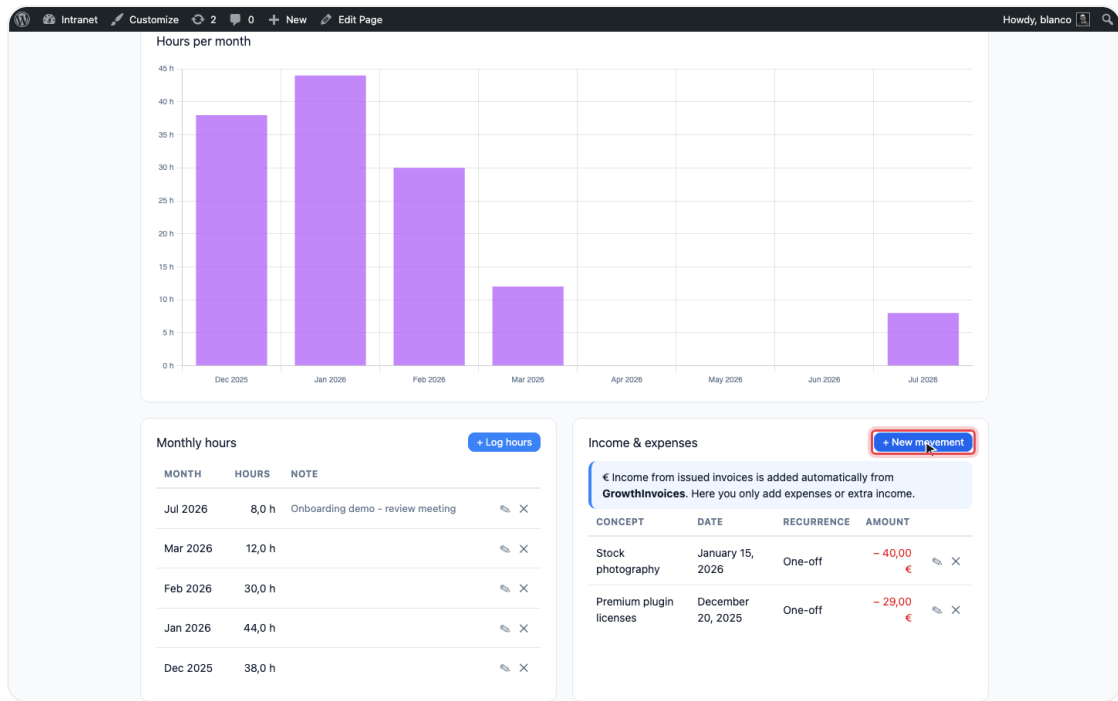
Click «Save». The time entry is added and the hours chart and totals update automatically.



9 The new entry (Jul 2026 — 8,0 h) now appears in the Monthly hours list.



10 To register an expense or extra income, click «+ New movement» in the Income & expenses panel.



- 11** Choose the Type (Expense or Income), enter the Amount in euros, a Concept and its Date. Use «One-off» for a single entry or «Monthly» for a recurring one.

The screenshot shows the Intranet interface with a 'New movement' dialog box open. The dialog box contains the following fields:

- Type:** A dropdown menu set to 'Expense'.
- Amount (€):** A text input field containing '25'.
- Concept:** A text input field.
- Recurrence:** A dropdown menu set to 'One-off'.
- Date:** A date picker showing 'mm/dd/yyyy'.
- End (optional, if no longer applies):** A date picker showing 'mm/dd/yyyy'.

Buttons for 'Cancel' and 'Save' are at the bottom of the dialog. The background shows the same Intranet interface as the previous screenshot, but with a dimmed overlay.

- 12** Click «Save» to record the movement. It appears in the list and is reflected in the project balance.

New movement

Type: Expense Amount (€): 25

Concept: Onboarding demo - domain renewal

Recurrence: One-off Date: 07/12/2026

End (optional, if no longer applies): mm/dd/yyyy

Buttons: Cancel, Save

Hours per month

MONTH	HOURS	NOTE
Jul 2026	8,0 h	Onboarding demo - review meeting
Mar 2026	12,0 h	
Feb 2026	30,0 h	
Jan 2026	44,0 h	
Dec 2025	38,0 h	

Income & expenses

Income from issued invoices is added automatically from GrowthInvoices. Here you only add expenses or extra income.

CONCEPT	DATE	RECURRENCE	AMOUNT
Stock photography	January 15, 2026	One-off	- 40,00 €
Premium plugin licenses	December 20, 2025	One-off	- 29,00 €

13

The new expense now appears in the Income & expenses list for this project.

Hours per month

MONTH	HOURS	NOTE
Jul 2026	8,0 h	Onboarding demo - review meeting
Mar 2026	12,0 h	
Feb 2026	30,0 h	
Jan 2026	44,0 h	
Dec 2025	38,0 h	

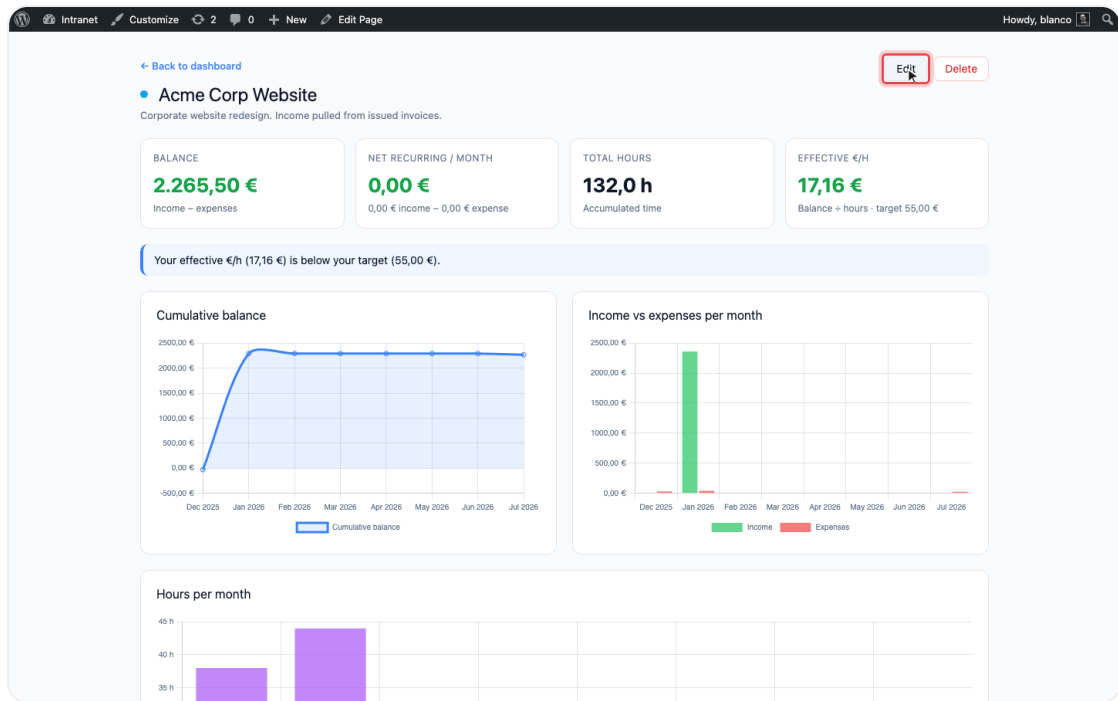
Income & expenses

Income from issued invoices is added automatically from GrowthInvoices. Here you only add expenses or extra income.

CONCEPT	DATE	RECURRENCE	AMOUNT
Onboarding demo - domain renewal	July 12, 2026	One-off	- 25,00 €
Stock photography	January 15, 2026	One-off	- 40,00 €
Premium plugin licenses	December 20, 2025	One-off	- 29,00 €

14

To modify a project's details, click «Edit» at the top right of its page.



- 15 The «Edit project» form lets you change the name, description, type, status, monthly hours target, target hourly rate, colour and the invoicing integration (income can be pulled automatically from GrowthInvoices).

← Back to dashboard

• **Acme Corp Website**
Corporate website redesign. Income pulled from issued invoices.

BALANCE
2.265,50 €
Income - expenses

Your effective €/h (17,16 €) is below your target (55,00 €).

Cumulative balance

Income vs expenses per month

Hours per month

Edit project

Name
Acme Corp Website

Description
Corporate website redesign. Income pulled from issued invoices.

Type
Client

Status
Active

Target hours/month
40.00

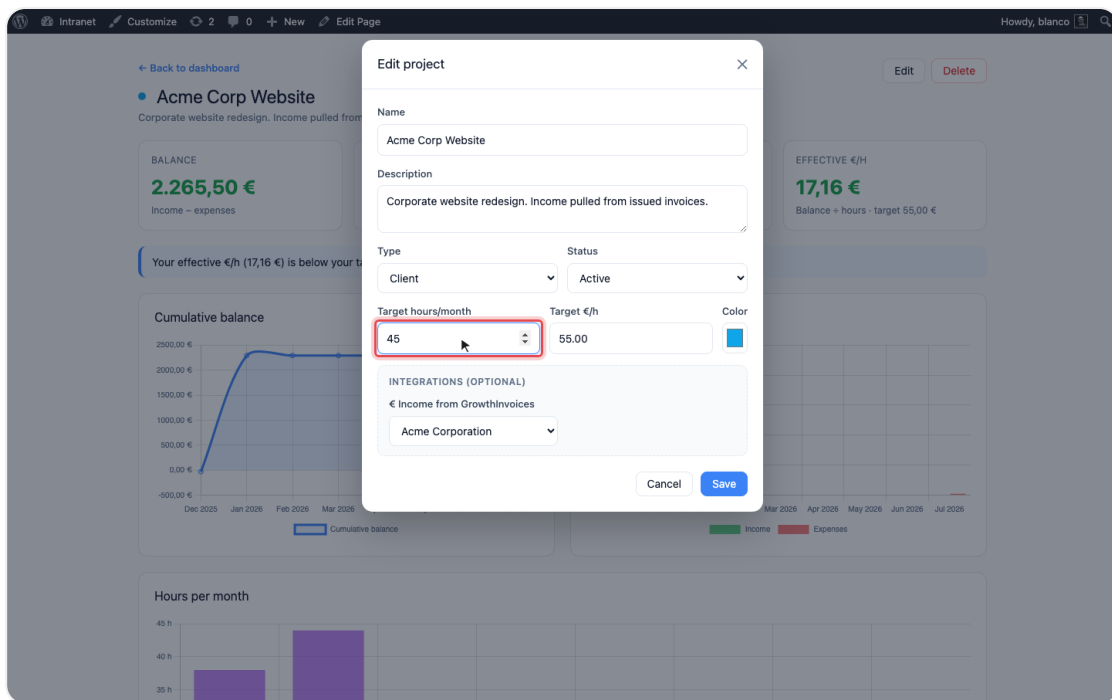
Target €/h
55.00

Color
Blue

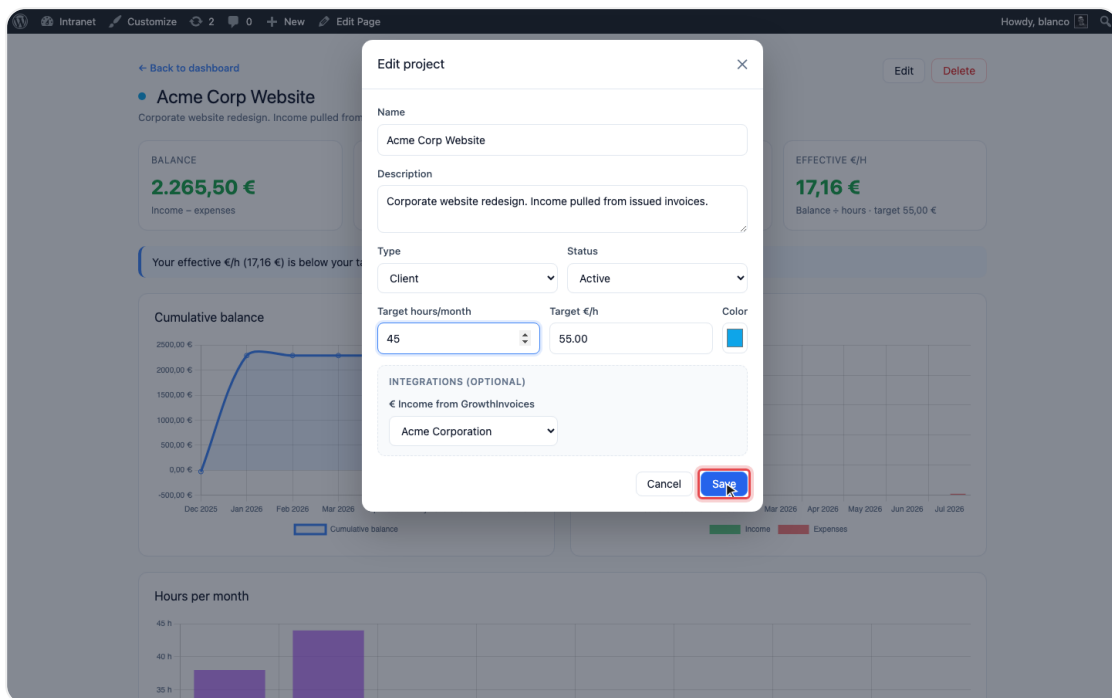
INTEGRATIONS (OPTIONAL)
€ Income from GrowthInvoices
Acme Corporation

Cancel Save

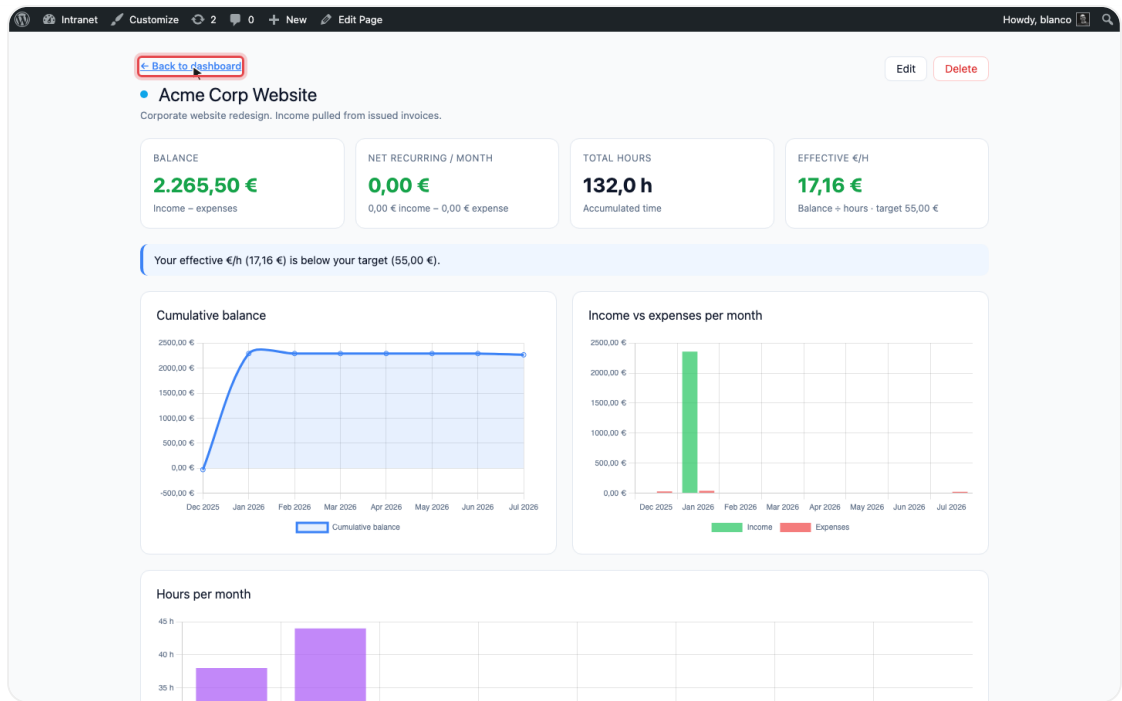
- 16 As an example, change the monthly hours target (here from 40 to 45). Edit any field you need, then click «Save».



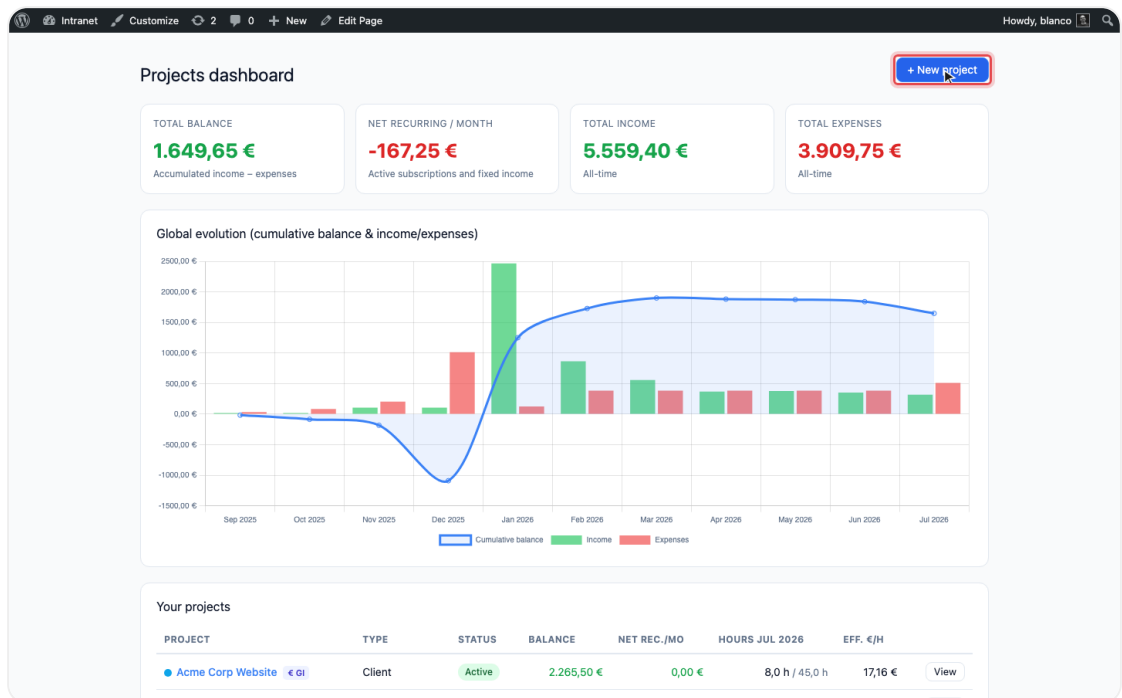
17 Click «Save» to apply your changes to the project.



18 Click «Back to dashboard» to return to the projects overview.



- 19 On the dashboard, click «+ New project» (top right) to create a project from scratch.



- 20 Give the project a Name and, optionally, a Description.

Projects dashboard

TOTAL BALANCE
1,649,65 €
Accumulated income – expenses

TOTAL EXPENSES
3,909,75 €
All-time

Global evolution (cumulative balance)

New project

Name
Onboarding Demo Project

Description

Type: Side-project Status: Active

Target hours/month: 0 Target €/h: 0 Color: Blue

INTEGRATIONS (OPTIONAL)
€ Income from GrowthInvoices
— Do not link —

Cancel Save

Your projects

PROJECT	TYPE	STATUS	BALANCE	NET REC./MO	HOURS JUL 2026	EFF. €/H
Acme Corp Website	Client	Active	2,265,50 €	0,00 €	8,0 h / 45,0 h	17,16 €

- 21** Set the monthly hours target and your target hourly rate (€/h) — these power the effective-rate alerts. Also pick a Type, Status and Color.

Projects dashboard

TOTAL BALANCE
1,649,65 €
Accumulated income – expenses

TOTAL EXPENSES
3,909,75 €
All-time

Global evolution (cumulative balance)

New project

Name
Onboarding Demo Project

Description
Sample project created during the onboarding walkthrough.

Type: Side-project Status: Active

Target hours/month: 20 Target €/h: 50 Color: Blue

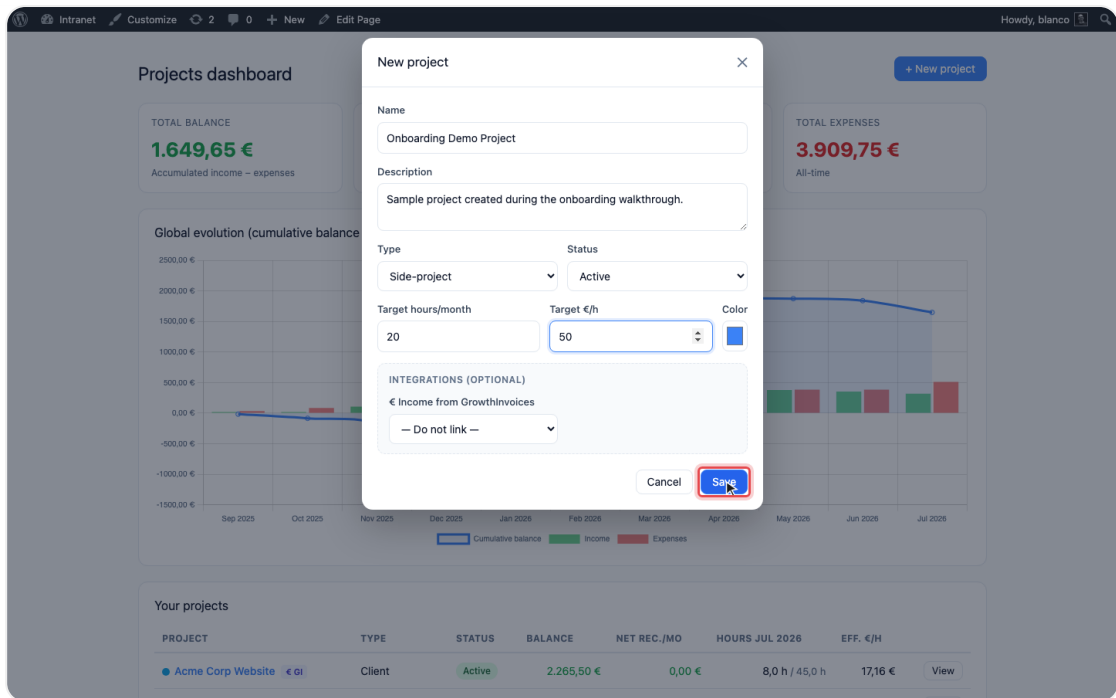
INTEGRATIONS (OPTIONAL)
€ Income from GrowthInvoices
— Do not link —

Cancel Save

Your projects

PROJECT	TYPE	STATUS	BALANCE	NET REC./MO	HOURS JUL 2026	EFF. €/H
Acme Corp Website	Client	Active	2,265,50 €	0,00 €	8,0 h / 45,0 h	17,16 €

- 22** Click «Save». The new project is created and added to your «Your projects» list.



23

Your new project «Onboarding Demo Project» now appears in the list, ready to track its hours, income and expenses. That completes the tour: browse the dashboard, open and edit projects, log time and record movements.

