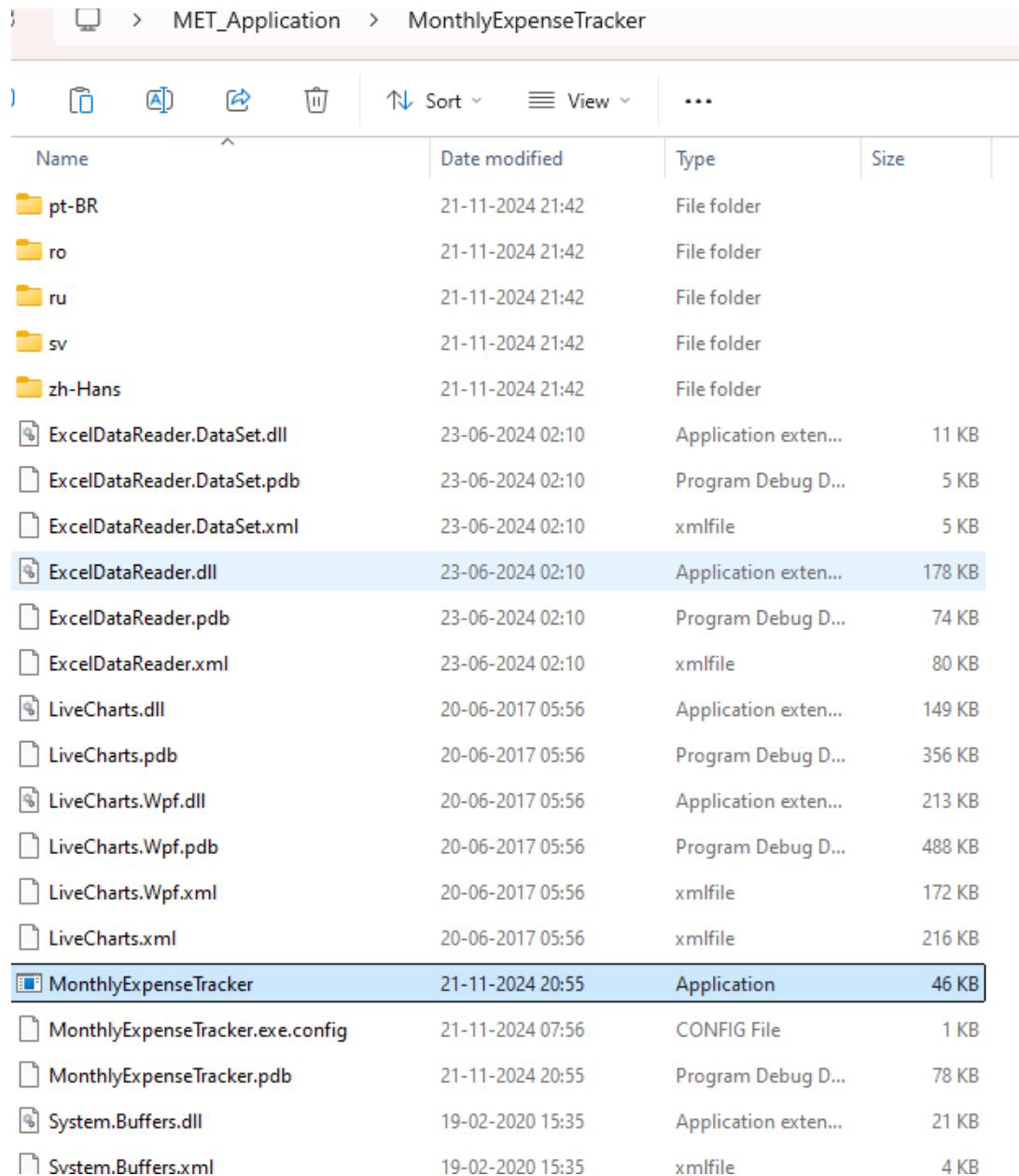# Standard Operating Procedure (SOP) to Handle the Monthly Expense Tracker Application

Step 1:

Please unzip the MET_Application folder first and then run the application from the path
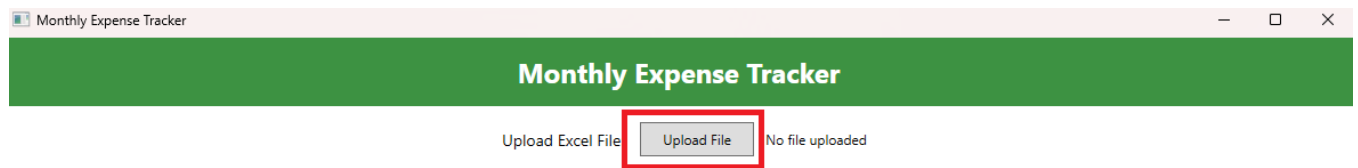MET_Application / MothlyExpenseTracker / MothlyExpenseTracker.exe

Step 2:

Uploaded file should be in the **xls** or **xlsx** format only. In the file, the data should be in the below format.

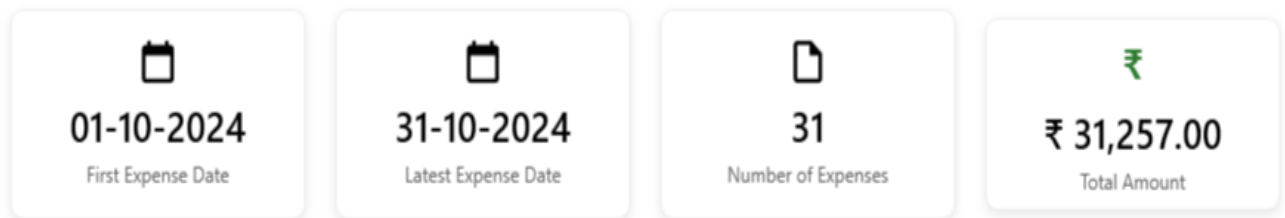| Date	Category	Description	Amount	Payment Method
1/10/2024	Food	Lunch at restaurant	500	Credit Card
01/10/2024	Transportation	Uber ride	300	Cash
02/10/2024	Groceries	Supermarket shopping	1200	Debit Card
03/10/2024	Entertainment	Movie ticket	250	Credit Card
04/10/2024	Utilities	Electricity bill	1500	Bank Transfer
05/10/2024	Food	Dinner with friends	800	Credit Card
06/10/2024	Transportation	Bus fare	100	Cash
07/10/2024	Shopping	Clothes purchase	2200	Debit Card
08/10/2024	Entertainment	Concert ticket	1000	Credit Card
09/10/2024	Health	Doctor appointment	600	Cash

Step 3:

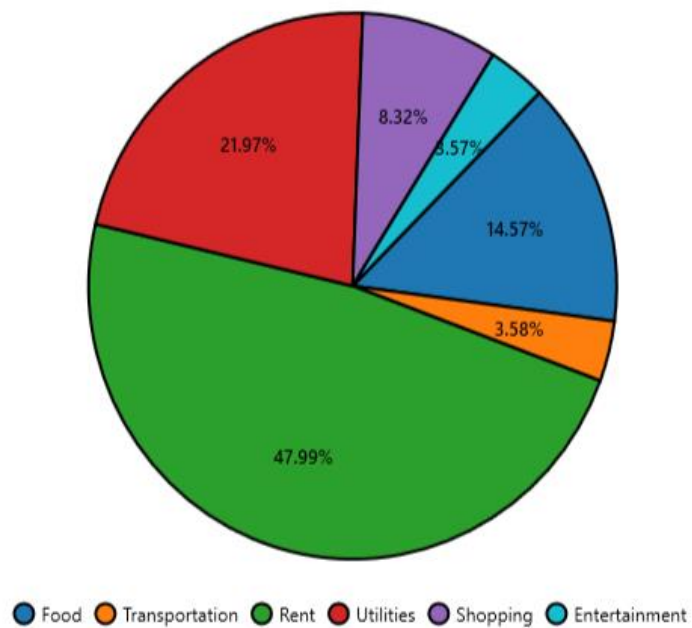Click on the Upload File section to upload the xls or xlsx file.

Step 4:

In the screen there are five sections. This the top section where we show Summary of the month spendings like First Expense Date, Last Expense Date, Number of Expenses and Total amount spend in that month.

📅	📅	📄	₹
01-10-2024	**31-10-2024**	**31**	**₹ 31,257.00**
First Expense Date	Latest Expense Date	Number of Expenses	Total Amount

Step 5:

In this section we show the spending in Pie Chart. Basically, we are showing in which category how much percentage of money spend.
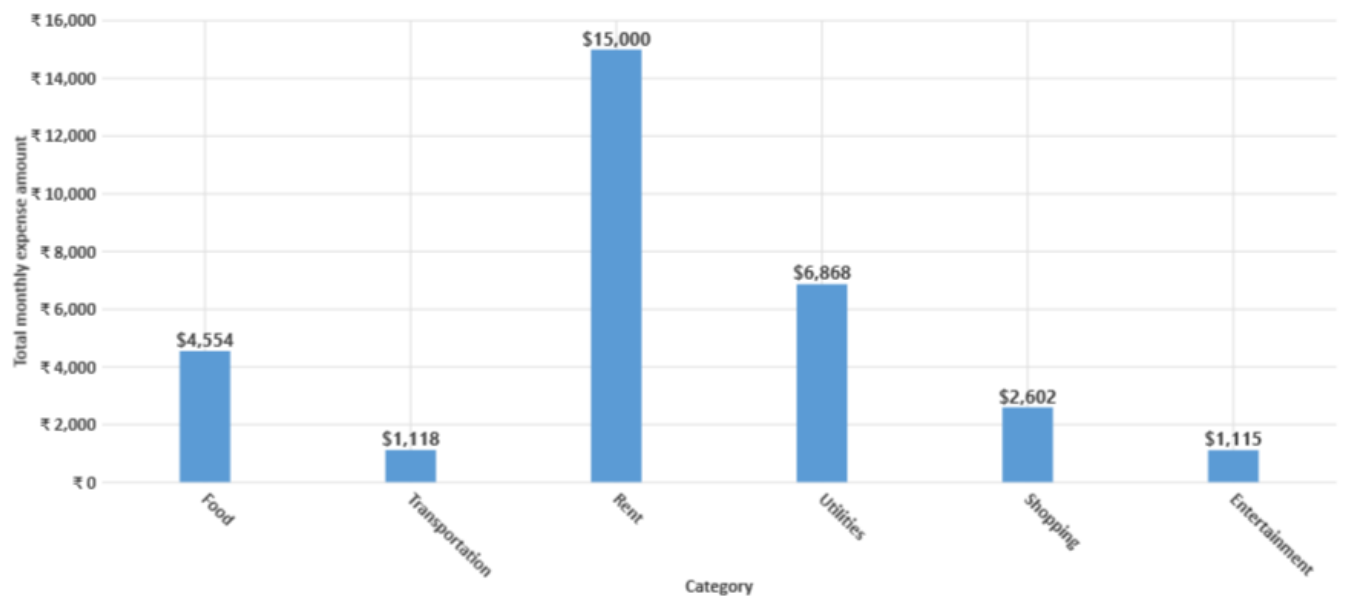
Category summary

8.32%
21.97%
.57%
14.57%
3.58%
47.99%

● Food ● Transportation ● Rent ● Utilities ● Shopping ● Entertainment

Step 6:

In this section we show how much actual money spend in which category through Bar Chart.

Monthly summary

Step 7:

This section is showing all the transactions of that month. This UI is scrollable. You can scroll to see the transactions also. In transactions we use a photo for better visualization.

Step 8:

This section shows how much money is spend through which payment method. We can use these to reduce our spending which have used more frequently.

Payment Methods

Credit Card

₹ 4,573.00

Debit Card

₹ 2,734.00

Cash

$

₹ 4,728.00

UPI Transfer

$

₹ 19,222.00