SPENDOMATE 💰: User Guide for App

Introduction

Welcome to SPENDOMATE 💰, the personal expense tracker designed to help you manage your finances. With SPENDOMATE, you can track your daily expenses, set budgets, generate reports, and even upload receipts to keep a record of your spending.

This guide will walk you through the essential steps to use the app effectively.

Getting Started

1. Installation

To begin using the app:

1. **Download the App**: Visit the app store (Google Play Store or Apple App Store) and search for **SPENDOMATE**.
2. **Install the App**: Tap the "Install" button to download the app to your device.

2. Launch the App

- Open the SPENDOMATE app by tapping its icon on your device.
- Upon launching, you'll be greeted by the login screen.

3. Create an Account

- If you're a new user, tap on "Sign Up" to create a new account.
- Enter your personal information such as name, email, and password.
- For returning users, simply tap "Login" and enter your credentials.

Main Features

4. Home Screen Overview

Once logged in, you'll land on the **Home Screen**, where you can navigate to the app's key features:

- **Track Expenses**: Manage and record your daily expenses.
- **Set Budgets**: Define monthly or category-based budgets.
- **Generate Reports**: View detailed reports on your spending.
- **Receipt Upload**: Upload images of receipts related to your expenses.

5. Track and Add Expenses

Follow these steps to track your expenses:

1. **Navigate to the Expenses Section**:
- From the home screen, tap the "Expenses" button to enter the expense tracking section.
2. **Add New Expense**:
- Tap the "Add Expense" button to start adding a new expense.
- Enter the following details:
  - ➢ **Amount**: Enter the total expense amount.
  - ➢ **Category**: Select a category (e.g., groceries, entertainment, etc.).
  - ➢ **Description**: Optionally, provide a description for the expense.
3. **Upload Receipts**:
- Tap on the "Upload Receipt" button to add an image of your receipt.
- You can either:
  - ➢ Take a picture using your phone's camera.
  - ➢ Select an existing image from your device's gallery.
4. **Save the Expense**:
- Once you've entered all the details and uploaded the receipt, tap "Save" to record the expense.

6. View and Edit Expenses

To view or edit an existing expense:

1. Tap on any recorded expense to open the details.
2. You can edit any information, including the amount, category, and receipt image.
3. Once you're done, tap "Save" to update the expense.

7. Set Budgets

You can set budgets for different categories to help manage your spending:

1. Go to the "Budgets" section from the home screen.
2. Tap the "Set Budget" button and select a category (e.g., food, utilities).
3. Enter the budget amount for the selected category (e.g., $500 for groceries).
4. Tap "Save" to set the budget.

Once your budget is set, the app will track your expenses and let you know if you are close to exceeding your budget for any category.

8. Generate Reports

SPENDOMATE allows you to generate detailed reports of your expenses over different time periods:

- Navigate to the "Reports" section from the home screen.
- Select the desired time range (e.g., weekly, monthly, or custom range).
- Tap "Generate Report."
- The app will create a report, displaying:
- ➢ Total expenses within the chosen time range.
- ➢ Breakdown of expenses by category.
- ➢ Graphical representations (e.g., pie charts or bar graphs).
- **Export or Print Report**:
- ➢ After generating the report, you can save it as a PDF file or print it directly from the app.

Additional Features

9. Syncing Data

SPENDOMATE automatically saves your data locally, ensuring your expenses are securely stored. To make sure your data is up to date:

- **Sync Your Data**: You can manually sync your data by going to the settings and tapping on the "Sync" button. This ensures that all your recent expenses are saved properly.

10. Data Backup

To avoid data loss, consider backing up your app data regularly:

1. In the settings, tap on "Backup Data."
2. Choose to back up your data either locally or to the cloud (if supported).

Troubleshooting

- ➢ **Unable to Upload Receipt**:
- ➢ Ensure the app has permission to access your camera or storage. Check your device's settings and grant necessary permissions.
- ➢ **Expense Not Saving**:
- ➢ Ensure all required fields (amount, category, etc.) are filled out before tapping "Save."
- ➢ Try restarting the app and adding the expense again.
- ➢ **App Crashing**:
- ➢ Make sure you're using the latest version of the app. Update from the app store if necessary.

Conclusion

Thank you for using SPENDOMATE 🪙! We hope this guide helps you get the most out of the app's features. Whether you're managing daily expenses, setting budgets, or analyzing your spending patterns, SPENDOMATE is here to help you make informed financial decisions.

Feel free to contact us if you have any questions or need assistance with using the app.