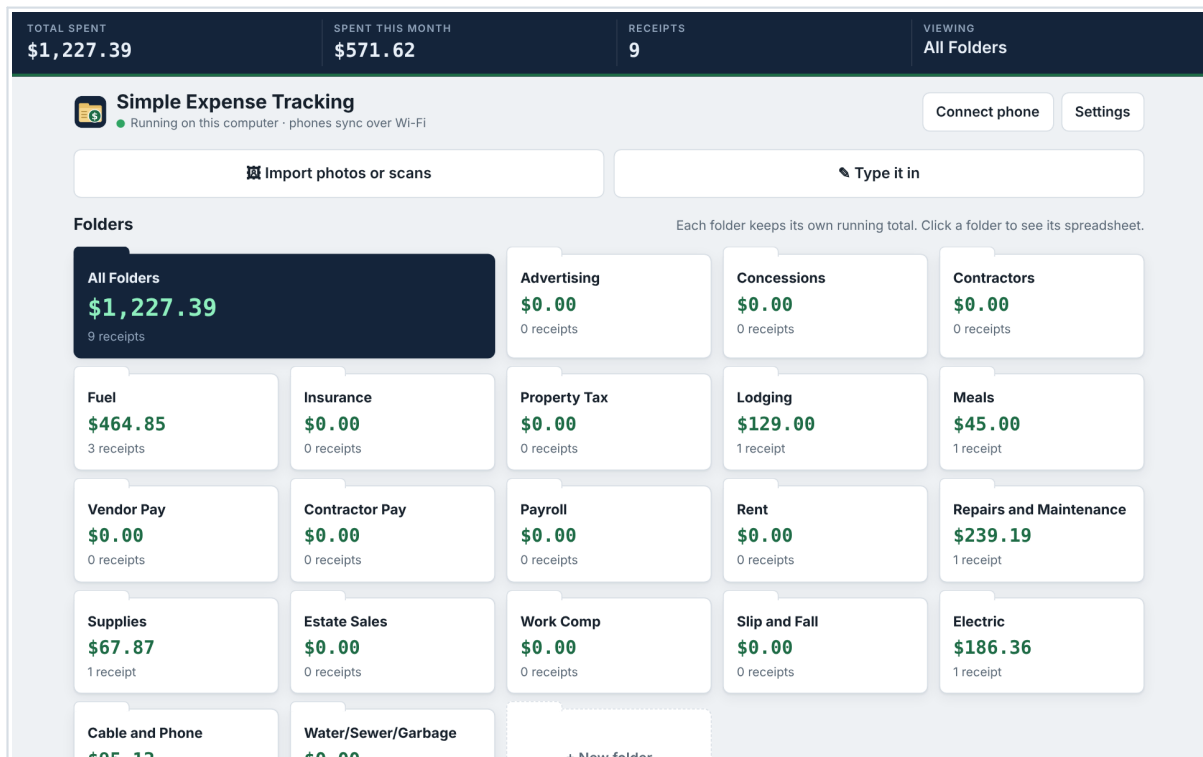




Simple Expense Tracking

Step-by-Step Setup Guide

For your Windows computer and your phone. No computer skills needed — just follow the numbered steps.



What the program looks like on your computer.

What this program does

- **Snap or import receipts.** Take a photo with your phone, import photos or PDF scans on the computer, or type a receipt in by hand.
- **Reads receipts for you.** It fills in who you paid, the amount and the date from the photo. You just check it.
- **Files every receipt in a folder** (Fuel, Meals, Rent...). It starts with 20 folders and you can add more.
- **Keeps running totals:** each folder has its own total, and **All Folders** adds everything together.
- **Makes a real Excel spreadsheet in every folder** with the columns Paid To, Amount Paid, Date Paid and Paid For.
- **Ticker bar** across the top shows Total spent, Spent this month, the Receipt count, and which folder you are Viewing.
- **Your phone and computer sync over your Wi-Fi.** Nothing goes to the internet or the cloud.

Before you start — check these 4 things

- ✓ **A Windows 10 or Windows 11 computer.** This is where your receipts are kept.
- ✓ **Google Chrome on the computer.** Get it free at google.com/chrome if you don't have it. (Microsoft Edge also works.)
- ✓ **Your phone and computer on the same Wi-Fi.** At home or at the office, both must be connected to the same Wi-Fi name.
- ✓ **About 10 minutes.**

What's in this guide

Part 1	Install it on your computer	Part 7	Delete a receipt
Part 2	Find your way around	Part 8	Add or change folders
Part 3	Add receipts on the computer	Part 9	Settings
Part 4	Folders, totals, spreadsheets	Part 10	Uninstalling
Part 5	Connect your phone	Part 11	If something goes wrong
Part 6	Use it on your phone	Part 12	Quick reference card

Part 1 — Install the program on your computer

1

Find the Setup file

Open your **Downloads** folder: click the yellow folder icon (File Explorer) on the taskbar at the bottom of the screen, then click **Downloads** on the left.

Look for the file named **SimpleExpenseTracking-Setup.exe**. It has the green-and-yellow folder icon with a \$ sign.

2

Double-click the Setup file

Double-click **SimpleExpenseTracking-Setup.exe** to start it.

3

If a blue box says “Windows protected your PC”

This is normal for small programs that are not sold in a store. Windows shows it for any program it doesn't recognize yet.

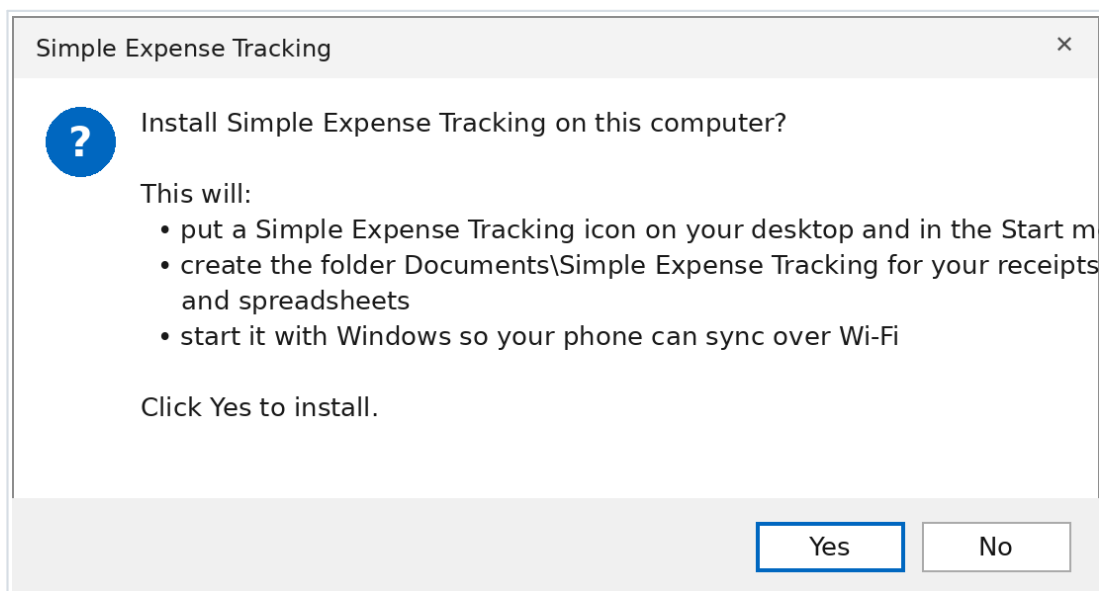
1. Click the small words **More info**. **2.** Click the **Run anyway** button that appears.

(If you don't see this box, just go on to the next step.)

4

Click “Yes” to install

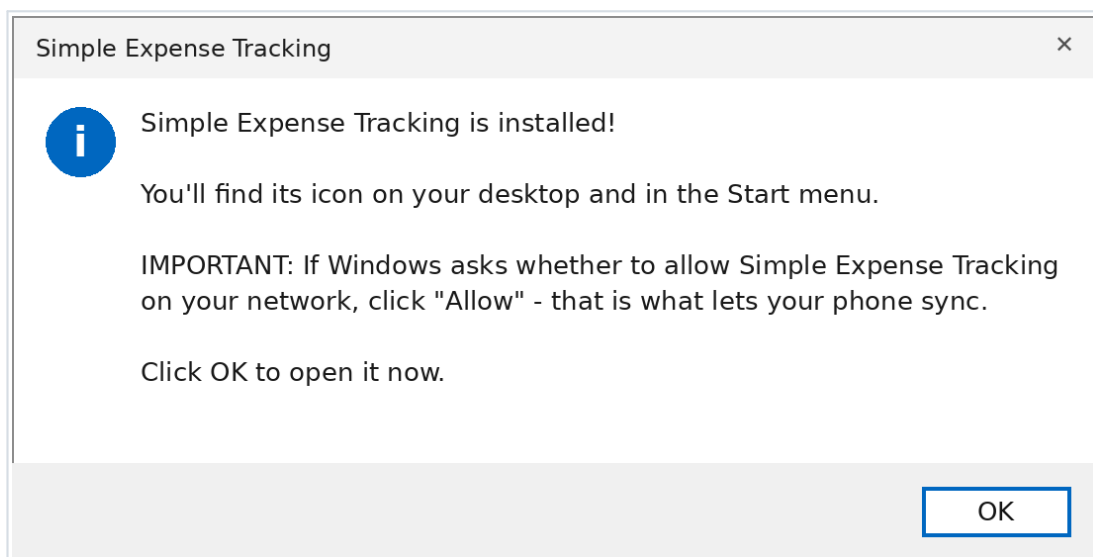
A box asks if you want to install. Read it, then click **Yes**.



5

Click “OK” to open it

When it says it is installed, click **OK**. You now have a **Simple Expense Tracking** icon on your desktop and in the Start menu.



6

VERY IMPORTANT: allow it on your network

Windows will show a box titled “**Windows Security Alert**” (from Windows Defender Firewall) asking whether to allow Simple Expense Tracking on networks.

1. Make sure **Private networks** is ticked. **2.** Click **Allow** (Windows may ask you to click **Yes** once more).

This is what lets your phone talk to the computer. If you click Cancel by mistake, see Part 11, problem 1.

7

The program opens

It opens in its own Chrome window — no tabs, no address bar — just like a normal program. Your 20 folders are ready.

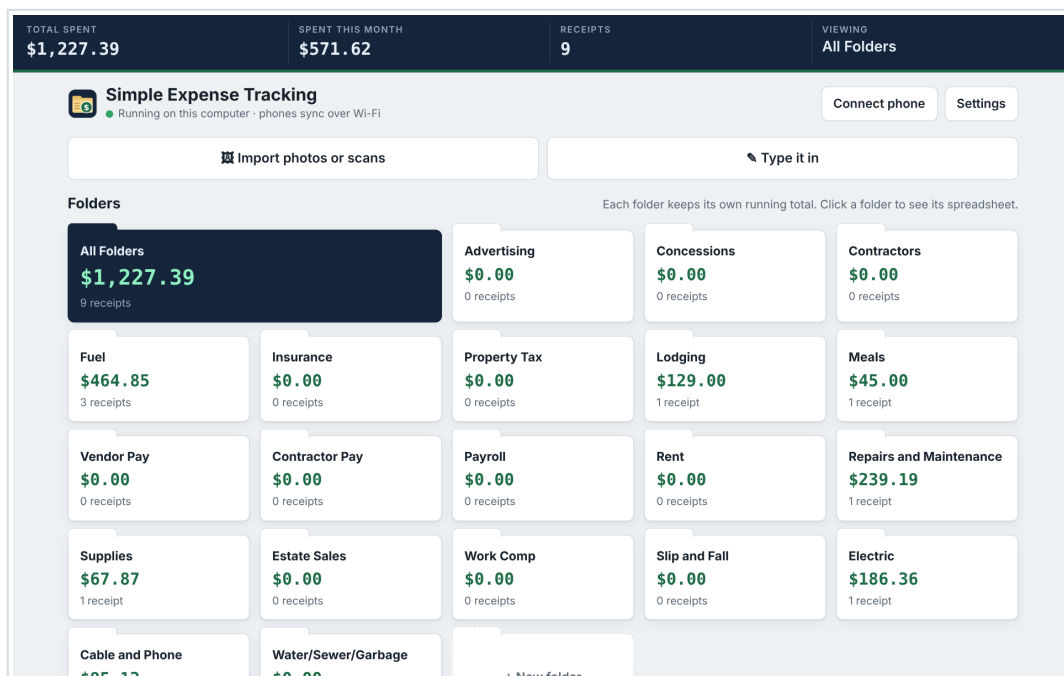
From now on, just **double-click the Simple Expense Tracking icon on your desktop** to open it.

Good to know

The program also starts quietly every time Windows starts, so your phone can sync whenever the computer is on. You'll see its small icon near the clock (you may need to click the ^ arrow to see it). Right-click that icon for: Open, Connect a phone, Open my receipts folder, and Quit.

Closing the window does not stop syncing. Only **Quit** on that small icon stops it.

Part 2 — Find your way around the screen



The main screen on the computer.

- 1 The ticker bar** (dark strip at the very top). Always shows: **Total spent** (all receipts ever), **Spent this month**, the number of **Receipts**, and which folder you are **Viewing**. The numbers flash briefly when they change.
- 2 Green dot** under the name means it is running and phones can sync.
- 3 Import photos or scans** — pick one or many receipt photos or PDF scans from the computer.
- 4 Type it in** — enter a receipt by hand.
- 5 All Folders** (the big dark card) — the combined running total of every folder.
- 6 Folder cards** — each shows its own running total and how many receipts are in it. Click one to see its spreadsheet.
- 7 + New folder** — add your own folder.
- 8 Connect phone** and **Settings** buttons (top right).

Your starting folders

Advertising	Concessions	Contractors	Fuel
Insurance	Property Tax	Lodging	Meals
Vendor Pay	Contractor Pay	Payroll	Rent
Repairs and Maintenance	Supplies	Estate Sales	Work Comp
Slip and Fall	Electric	Cable and Phone	Water/Sewer/Garbage

Plus **All Folders**, which adds them all up. You can add as many folders as you like (Part 8).

Part 3 — Add receipts on the computer

There are three ways. Use whichever is easiest.

A. From a photo or a scan (the program reads it for you)

1

Click “Import photos or scans”

Find the photo(s) or PDF scan(s) of your receipts and click **Open**. You can pick several at once (hold **Ctrl** while clicking). You can also simply **drag** photos onto the program window.

2

Wait a few seconds while it reads the receipt

A green bar fills up. Then **Paid To**, **Amount Paid** and **Date Paid** are filled in, and often the **Folder** too (for example Fuel for a truck stop).

Simple Expense Tracker
Running on this computer · phone

TOTAL SPENT
\$1,227.39

SPENT THIS MONTH

RECEIPTS

VIEWING
All Folders

Connect phone Settings

Import

Folders

All Folders
\$1,227.39
9 receipts

Fuel
\$464.85
3 receipts

Vendor Pay
\$0.00
0 receipts

Supplies
\$67.87
1 receipt

Cable and Phone
\$05.13

Contractors
\$0.00
0 receipts

Meals
\$45.00
1 receipt

Repairs and Maintenance
\$239.19
1 receipt

Electric
\$186.36
1 receipt

New receipt Receipt 1 of 1 Close

Take photo Choose photo or scan

Read who was paid, the amount, the date – please check before saving.

PAID TO
Pilot Travel Center

AMOUNT PAID \$ 162.35

DATE PAID 09/28/2026

PAID FOR
Diesel

FOLDER

The receipt photo was read: Pilot Travel Center, \$162.35, 09/28/2026, Fuel.

3

Check it, fill in “Paid For”, and click Save

Always check the amount against the paper receipt. Type what it was for in **Paid For**. Make sure the right **Folder** is picked. Click **Save receipt**.

If you picked several files, it says **Receipt 1 of 3** and the button is **Save & next**. **Skip this one** moves on without saving.

B. Type it in by hand

1

Click “Type it in” and fill in the boxes

Paid To — who you paid. **Amount Paid** — how much. **Date Paid** — when. **Paid For** — what it was for. **Folder** — where it goes.

Then click **Save receipt**.

The screenshot displays the 'Simple Expense Tracker' app interface. In the background, a dashboard shows a total spent of \$1,227.39 and a list of folders including Fuel (\$464.85), Vendor Pay (\$0.00), Supplies (\$67.87), Cable and Phone (\$05.12), Water/Sewer/Garbage (\$0.00), Contractors (\$0.00), Meals (\$45.00), Repairs and Maintenance (\$239.19), and Electric (\$186.36). Overlaid on this is a 'New receipt' modal form. The form includes a 'Close' button at the top right. Below the title, there is a dashed box for a photo with the text 'No photo or scan attached' and buttons for 'Take photo' and 'Choose photo or scan'. The form fields are: 'PAID TO' (Walmart), 'AMOUNT PAID' (\$23.00), 'DATE PAID' (10/02/2026), 'PAID FOR' (Shop towels), and 'FOLDER' (Supplies). At the bottom of the modal are 'Cancel' and 'Save receipt' buttons.

Money is always shown with two decimal places

Type **23** and when you move to the next box it becomes **23.00**. Type **45.5** and it becomes **45.50**. Commas are added for big numbers: **1234** becomes **1,234.00**.

Prefer a cash-register style, where **2350** becomes **23.50**? Turn it on in Settings (Part 9).

C. Add it straight into a folder

Open a folder (Part 4) and click + **Add receipt here**. The folder is already picked for you.

Part 4 — Folders, running totals and spreadsheets

Click any folder card to open it. You'll see that folder's spreadsheet, oldest receipt first, with a running total that grows down the page.

TOTAL SPENT
\$1,227.39

SPENT THIS MONTH
\$571.62

RECEIPTS
9

VIEWING
Fuel

Running on this computer · phones sync over Wi-Fi

Connect phone
Settings

Import photos or scans

Type it in

← All folders

Fuel
3 receipts · Running total **\$464.85**

+ Add receipt here

Open in Excel

Open folder

Rename

Delete folder

#	PAID TO	AMOUNT PAID	DATE PAID	PAID FOR	RUNNING TOTAL	
1	Pilot Travel Center	\$162.35	09/28/2026	Diesel + snacks	\$162.35	photo
2	Love's Travel Stop	\$88.40	10/01/2026	Diesel	\$250.75	
3	Flying J	\$214.10	10/02/2026	Diesel - 58 gal	\$464.85	
TOTAL · 3 receipts		\$464.85			\$464.85	

Oldest receipts first. Click a row to see the photo, change it, or delete it.

The Fuel folder: Paid To, Amount Paid, Date Paid, Paid For and the Running Total.

- The ticker bar now says **Viewing: Fuel**.
- **Click a row** to see the receipt photo, change anything, or delete it.
- **Open in Excel** opens this folder's real spreadsheet. **Open folder** shows the folder on your computer with the receipt photos.
- Click **All Folders** on the main screen to see every receipt together, with a Folder column and one combined running total.
- **← All folders** takes you back to the main screen.

Where everything is saved on your computer

Open **File Explorer** → **Documents** → **Simple Expense Tracking**. You'll find:

A folder for each category	e.g. Fuel . Inside: every Fuel receipt photo or scan, named like 2026-09-28 Pilot Travel Center \$162.35 [2ad8d8].jpg, and the spreadsheet Fuel Spreadsheet.xlsx .
All Folders	All Folders Spreadsheet.xlsx with every receipt, plus a second tab, Folder Totals , listing each folder's total.
App Data (do not edit)	The program's own records and automatic daily backups (kept for 30 days). Please leave this folder alone.

What the spreadsheets look like in Excel

Paid To	Amount Paid	Date Paid	Paid For	Running Total	Receipt Photo
Pilot Travel Center	\$162.35	09/28/2026	Diesel + snacks	\$162.35	2026-09-28 Pilot Travel Center \$162.35 [2ad8d8].jpg
Love's Travel Stop	\$88.40	10/01/2026	Diesel	\$250.75	
Flying J	\$214.10	10/02/2026	Diesel - 58 gal	\$464.85	
TOTAL (3 receipts)	\$464.85				

Fuel Spreadsheet.xlsx — money shows as \$0.00, dates are real dates, and Running Total uses Excel formulas.

Folder	Paid To	Amount Paid	Date Paid	Paid For	Running Total
Electric	Knox Valley Electric	\$186.36	09/15/2026	Shop electric - Sept	\$186.36
Supplies	Home Depot	\$67.87	09/22/2026	Tarps and straps	\$254.23
Fuel	Pilot Travel Center	\$162.35	09/28/2026	Diesel + snacks	\$416.58
Repairs and Maintenance	NAPA Auto Parts	\$239.19	09/30/2026	Brake pads + labor	\$655.77
Fuel	Love's Travel Stop	\$88.40	10/01/2026	Diesel	\$744.17
Meals	Cracker Barrel	\$45.00	10/01/2026	Lunch with crew	\$789.17
Cable and Phone	Verizon	\$95.12	10/01/2026	Phone bill	\$884.29
Fuel	Flying J	\$214.10	10/02/2026	Diesel - 58 gal	\$1,098.39
Lodging	Holiday Inn Express	\$129.00	10/02/2026	Overnight - Nashville	\$1,227.39
TOTAL (9 receipts)		\$1,227.39			

All Folders Spreadsheet.xlsx — every receipt from every folder, one combined running total.

Spreadsheets update by themselves

Every time you add, change or delete a receipt — on the computer **or** the phone — the spreadsheets are rewritten automatically.

If a spreadsheet is open in Excel at that moment, Windows won't let it be changed. A yellow note appears in the program; just close Excel and it updates by itself. Your receipts are always saved either way.

Tip: if you want to make your own notes or charts, use **File → Save As** in Excel to save a copy under another name, because the program rewrites its own spreadsheets.

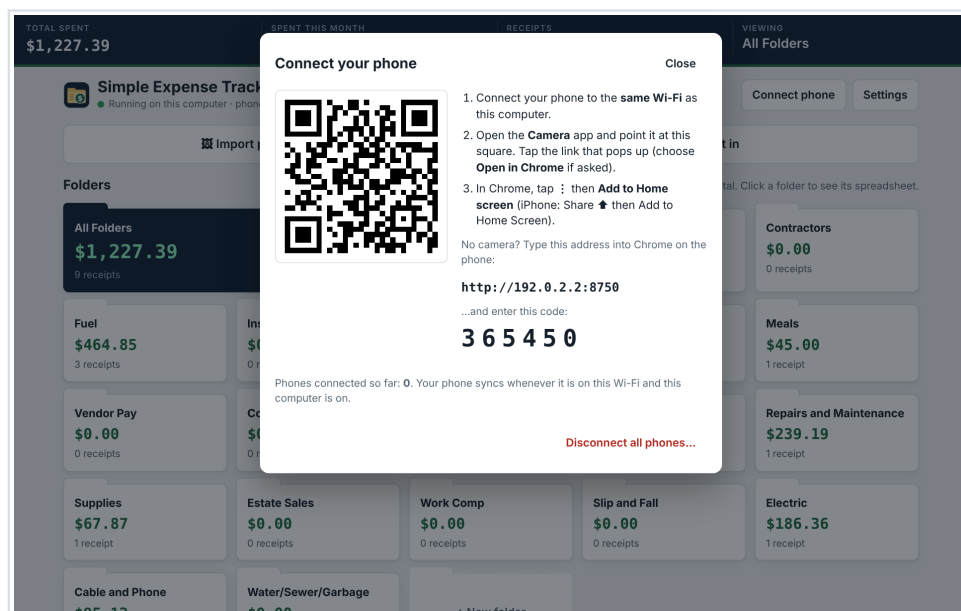
Part 5 — Connect your phone

You only do this once per phone. Your phone must be on the **same Wi-Fi** as the computer.

1

On the computer, click “Connect phone”

It's at the top right of the program. A square code (a QR code), an address and a 6-digit code appear.

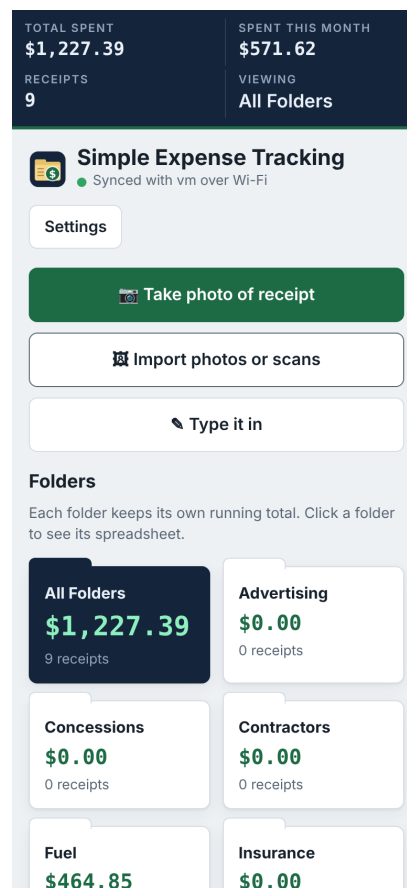
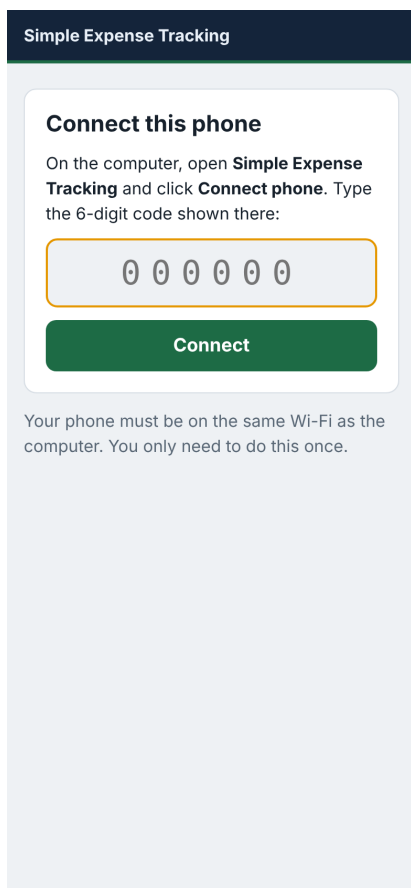


2

On your phone, open the Camera and point it at the square

Hold the phone so the square is on the screen. A link pops up — **tap it**. If the phone asks which app to use, choose **Chrome**.

No QR-code link? Open **Chrome** on the phone, tap the address bar at the top, type the address exactly as shown on the computer (it looks like **http://192.168.1.25:8750**) and tap Go. Then type the **6-digit code** and tap **Connect**.



If you typed the address, enter the 6-digit code here.

Connected! The same folders and totals as the computer.

3

Put the app on your phone's home screen

Android (Chrome): tap the **:** (three dots, top right) → **Add to Home screen** → **Add**.

iPhone (Safari): tap the **Share** button (square with an arrow) → **Add to Home Screen** → **Add**. (On iPhone, open the address in Safari for this step.)

You now have an **Expenses** icon on your phone. Tap it any time.

Keeping your receipts private

Only phones that scanned the code or typed the 6-digit code can see your receipts. Someone else on your Wi-Fi only sees the “enter the code” page. Lost a phone? On the computer click **Connect phone** → **Disconnect all phones....** That signs out every phone and makes a new code.

Part 6 — Use it on your phone

1

Tap “Take photo of receipt”

Your camera opens. Lay the receipt flat, fill the screen with it, and take the picture. Tap **OK** / the check mark to use the photo.

2

Check what it read, then Save

Wait for the green bar. Check **Paid To**, **Amount Paid** and **Date Paid**, type **Paid For**, choose the **Folder**, and tap **Save receipt**.

PILOT TRAVEL CENTER
STORE #1142
1200 INTERSTATE DR
KNOXVILLE TN 37914

DATE: 09/28/2026 TIME 14:32
PUMP # 07
DIESEL 41.250 GAL 152.21
PRICE/GAL 3.690
COFFEE LG 2.49
BEEF JERKY 6.99
SUBTOTAL 161.69
TAX 0.66
TOTAL 162.35
VISA ****4417 162.35
CHANGE 0.00
THANK YOU - DREVE SAFE

Take photo

Choose photo or scan

Read who was paid, the amount, the date – please check before saving.

PAID TO
Pilot Travel Center

AMOUNT PAID
\$ 162.35

DATE PAID
09/28/2026

PAID FOR
Diesel

The photo is shown at the top...

PAID TO
Pilot Travel Center

AMOUNT PAID
\$ 162.35

DATE PAID
09/28/2026

PAID FOR
Diesel

FOLDER
Fuel

Cancel Save receipt

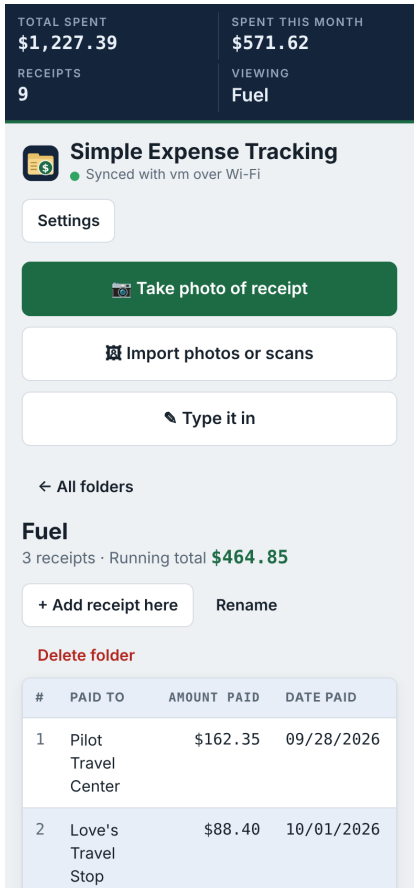
\$464.85 \$0.00

...and the details are filled in below.

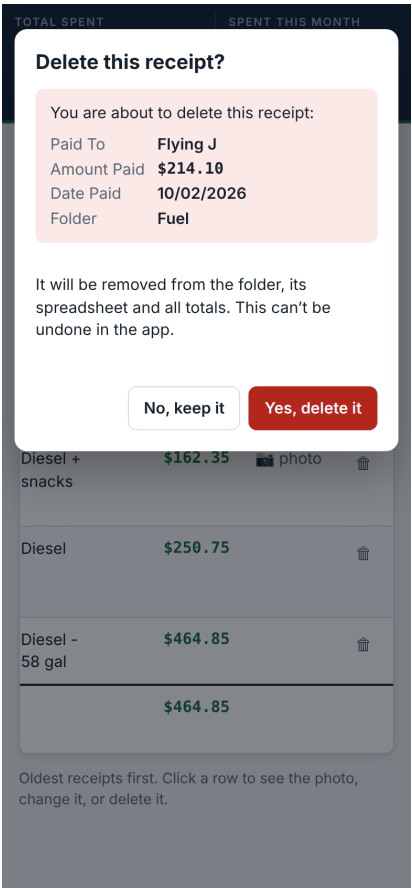
3

It appears on the computer straight away

Within a few seconds the receipt shows up on the computer, the totals change in the ticker bar, and that folder's spreadsheet is updated.



A folder's spreadsheet on the phone (swipe sideways to see every column).



Deleting asks first (Part 7).

Away from your Wi-Fi? (on the road)

Your phone can only reach the computer when both are on the same Wi-Fi. When you're away, the app shows a red dot and “Not connected”.

Easy fix: just take pictures of your receipts with your phone's normal **Camera** app while you're out. When you're back on your Wi-Fi, open the app, tap **Import photos or scans**, select all the new receipt photos at once, and save them one after another (**Save & next**).

Part 7 — Delete a receipt

1

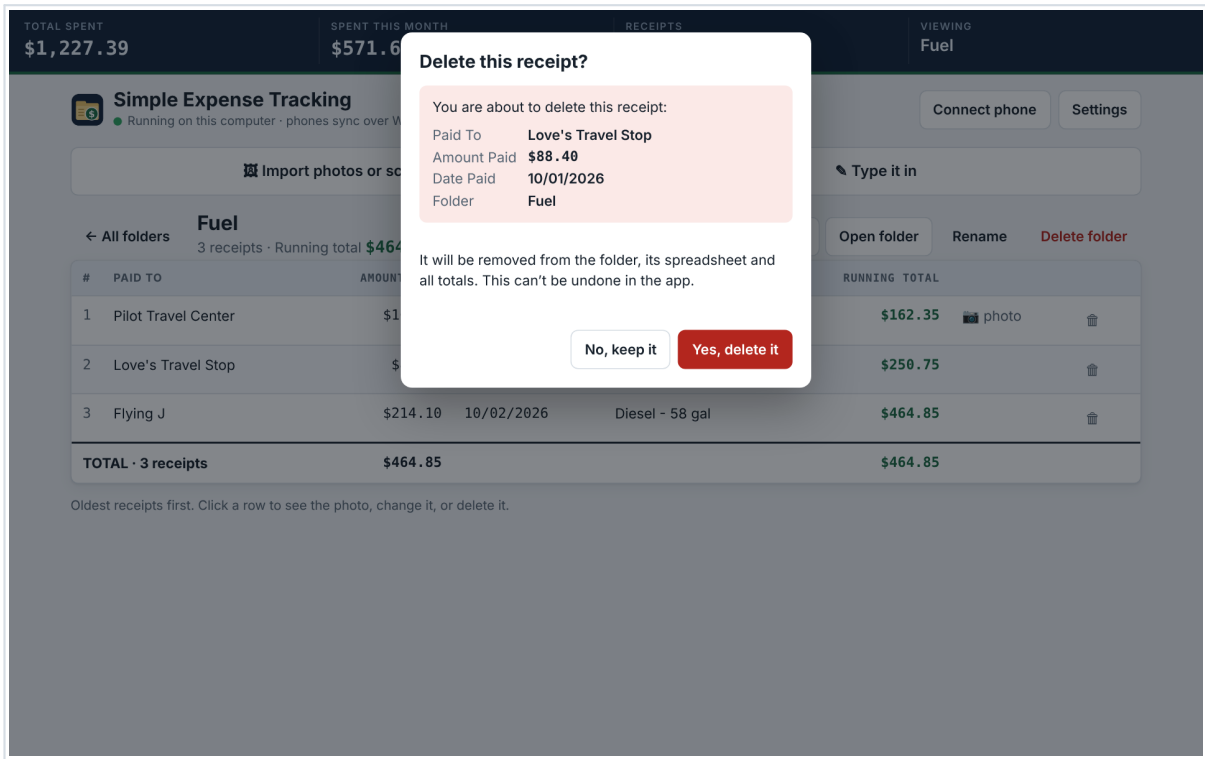
Click the trash-can button at the end of the row
Or open the receipt and click **Delete receipt**.

2

Read the box and confirm

A box shows exactly which receipt you are about to delete. Nothing is deleted unless you click **Yes, delete it**. **No, keep it** is the safe choice and closes the box.

The receipt's photo is moved to the computer's **Recycle Bin**, so you can still get the picture back from there if you need it.

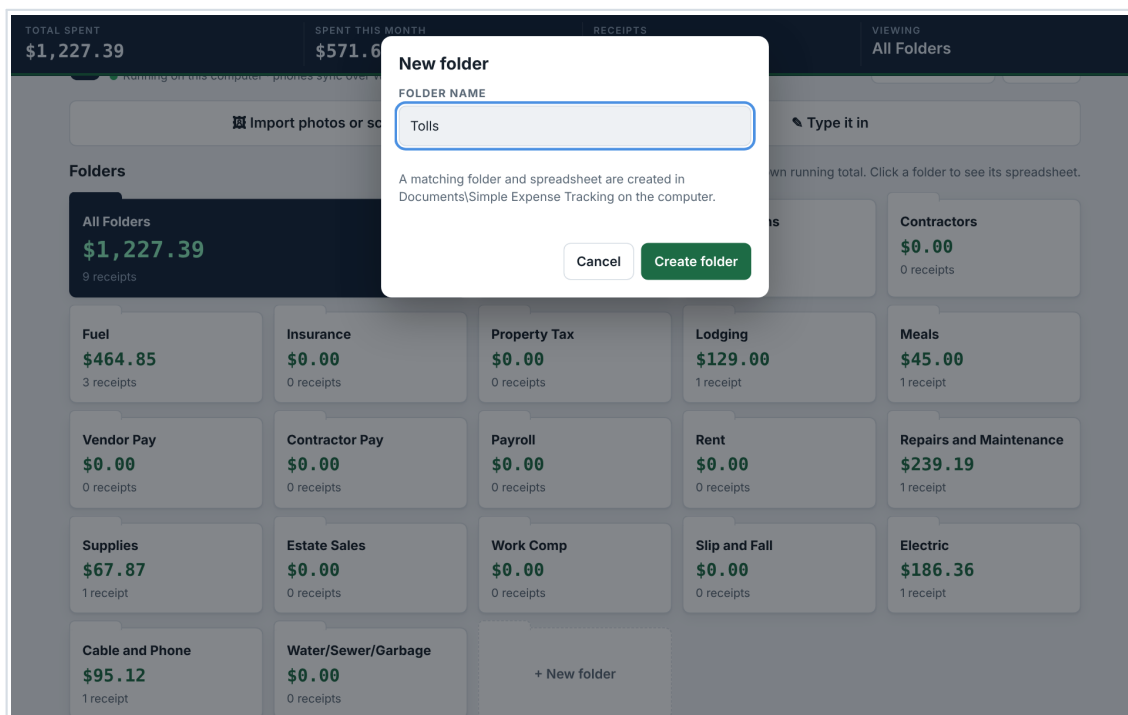


Part 8 — Add, rename or delete folders

1

Add a folder

On the main screen click **+ New folder**, type a name (for example **Tolls**), and click **Create folder**. A matching folder and spreadsheet are made on the computer.



2

Rename a folder

Open the folder and click **Rename**. The folder on your computer and its spreadsheet are renamed too.

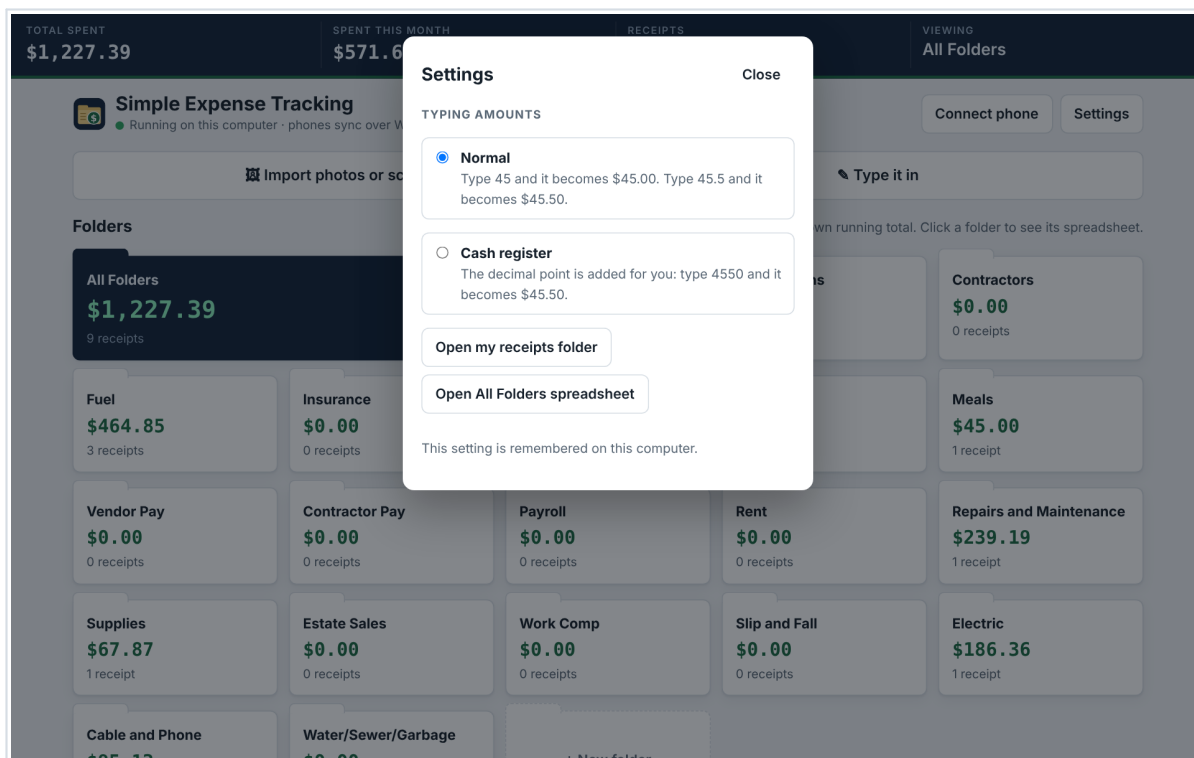
3

Delete a folder

Open the folder and click **Delete folder**, then **Yes, delete folder**. A folder can only be deleted when it is empty — move or delete its receipts first. (To move a receipt, open it and pick a different Folder.)

Part 9 — Settings

Click **Settings** (top right).



- **Normal** (the usual choice): 45 becomes \$45.00 and 45.5 becomes \$45.50.
- **Cash register**: the decimal point is added for you, so typing 4550 gives \$45.50.
- On the computer you'll also find buttons to open your receipts folder and the All Folders spreadsheet.
- The setting is remembered separately on each phone and computer.

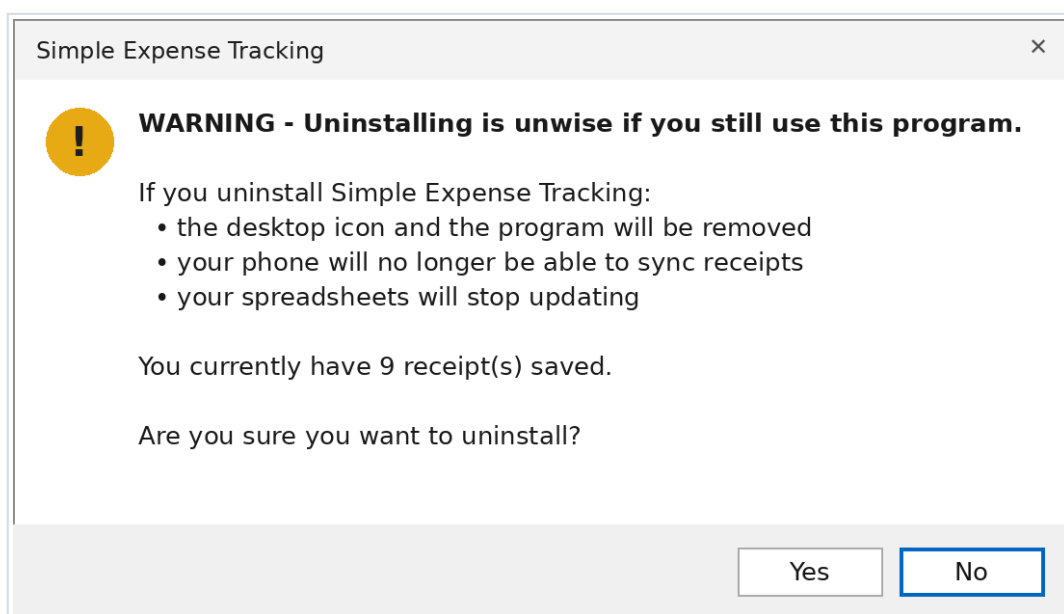
Part 10 — Uninstalling

Go to **Start** → **Settings** → **Apps** → **Installed apps**, find **Simple Expense Tracking**, click **⋮** → **Uninstall**. To protect you from removing it by accident, you'll be warned and asked to confirm. **No** is always the pre-selected (safe) button.

1

The warning

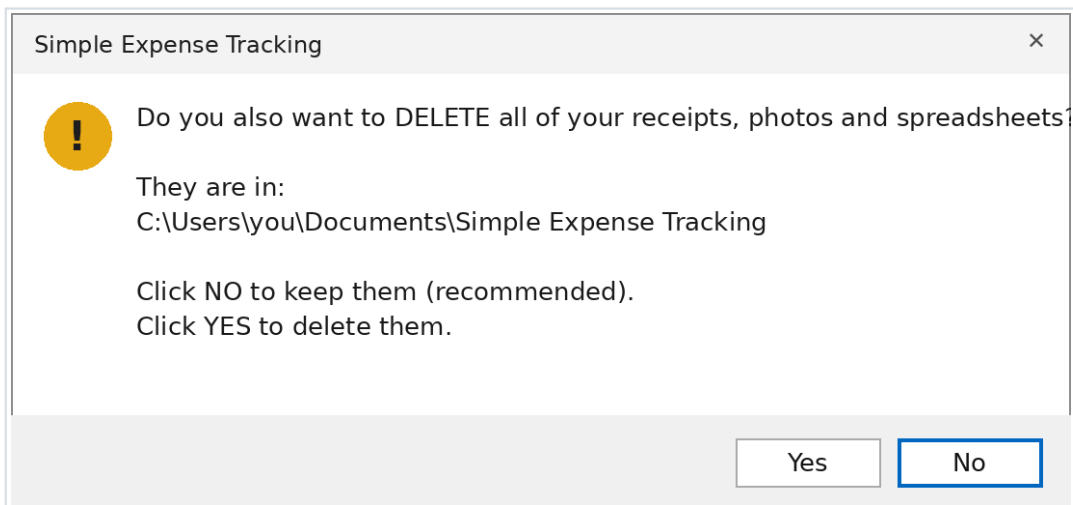
It explains why uninstalling is unwise if you still use it. Click **Yes** only if you really want to continue.



2

Keep or delete your receipts?

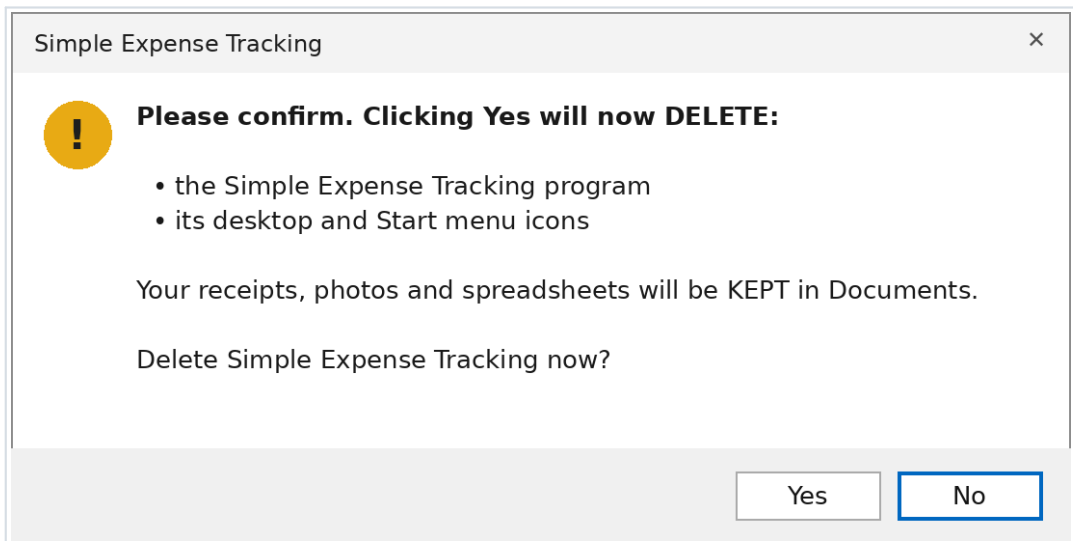
Click **No** to keep your receipts, photos and spreadsheets (recommended). If you click **Yes**, they are moved to the Recycle Bin.



3

Final confirmation

It lists exactly what will be deleted. Click **Yes** to delete the program, or **No** to cancel — nothing changes.



Part 11 — If something goes wrong

1. The phone says “Not connected” or the page won't open

- Is the phone on the **same Wi-Fi** as the computer? (Not on mobile data, and not on a “guest” Wi-Fi.)
- Is the computer **on and awake**? A sleeping computer can't sync. Is the small program icon near the clock showing? If not, double-click the desktop icon.
- **Firewall:** click Start, type **Allow an app through Windows Firewall**, open it, click **Change settings**, find **Simple Expense Tracking** and tick **Private**. Click OK.
- **Network type:** click Start → Settings → Network & internet → Wi-Fi → your Wi-Fi name → set **Network profile type** to **Private network**.
- **The address changed:** routers sometimes give the computer a new number. On the computer click **Connect phone** and scan the QR code again.

2. “Windows protected your PC” and there's no Run anyway button

- Click the words **More info** first — the **Run anyway** button appears after that.

3. Windows Security or another antivirus blocked the Setup file

- New programs without a paid “publisher certificate” sometimes get flagged. If your antivirus quarantined it, you can restore it from the antivirus program, or ask a tech-savvy friend to help. The full source code comes with this program so anyone can check what it does.

4. It opened in Microsoft Edge instead of Chrome

- Chrome isn't installed. Install it from **google.com/chrome**, then open the program again from the desktop icon.

5. A yellow note says a spreadsheet couldn't be updated

- That spreadsheet is open in Excel. Close it in Excel and it updates by itself within seconds.

6. The receipt reader got something wrong

- Just type over it before saving. Faded, crumpled or very dark photos are harder to read — lay the receipt flat in good light.

7. I closed the window — is it still running?

- Yes. Closing the window doesn't stop it; phones keep syncing. To open it again, double-click the desktop icon.

8. I need to move to a new computer

- Install the program on the new computer, then copy the whole **Documents\Simple Expense Tracking** folder from the old computer to the same place on the new one (close the program first by right-clicking its small icon near the clock → Quit). Connect your phone again (Part 5).

Part 12 — Quick reference card

I want to...	Do this
Open the program	Double-click the Simple Expense Tracking icon on the desktop
Add a receipt photo (phone)	Take photo of receipt → check → Save receipt
Add photos or PDF scans	Import photos or scans → choose files → Save & next
Type a receipt in	Type it in → fill the boxes → Save receipt
See a folder's spreadsheet	Click the folder card
See everything together	Click All Folders
Change or look at a receipt	Click its row
Delete a receipt	Trash-can button → Yes, delete it
Add a folder	+ New folder → name → Create folder
Open the spreadsheet in Excel	Open a folder → Open in Excel
Connect a phone	Connect phone → scan the square with the phone's camera
Find my files	Documents → Simple Expense Tracking
Stop it completely	Right-click its icon near the clock → Quit
Uninstall	Settings → Apps → Installed apps → Simple Expense Tracking → Uninstall

Remember

Phone and computer must be on the **same Wi-Fi** to sync.

The computer keeps the master copy of everything, in **Documents\Simple Expense Tracking**.

Back it up now and then: copy that folder to a USB stick or OneDrive.