

Expensglobe

Multi currency expense tracker with custom categories

User Guide

Version 1.0 – August 2026

1. Welcome to ExpensGlobe

ExpensGlobe is a simple, offline-first expense tracker that works on your phone and desktop. You can:

- Log daily expenses quickly
- Track spending in multiple currencies
- Use customizable categories
- View simple charts of your spending
- Export your data as CSV or PDF
- Protect your data with a lock screen

The app is installable as a PWA, so you can use it like a native app on your device.

This guide will help you get started and make the most of ExpensGlobe.

2. Getting Started

2.1 How to Purchase and Activate ExpensGlobe

- Open your browser and go to:
<https://expensglobe.netlify.app/>

- If you have not purchased ExpensGlobe yet, you will see the payment page describing the app and its features.
- Click **Buy ExpensGlobe** to open the Gumroad checkout page.
- Complete your purchase on Gumroad.
- After payment, open the Gumroad receipt email sent to the email address used during checkout.
- Click **View content** in the receipt email to open your purchase page. If license keys are enabled for the product, your Gumroad license key will be displayed there.[gumroad](#)
- Copy the complete license key.
- Return to the ExpensGlobe website and open the **Unlock ExpensGlobe** page.
- Paste your Gumroad license key into the license-key field.
- Click **Activate Full Access**.
- If the license is valid, ExpensGlobe will unlock and open the app.
- Set your normal app password and create your three recovery questions.

2.2 Installing as a PWA (optional)

Installing ExpensGlobe lets you open it like a regular app, with its own icon and full-screen view.

On mobile (Android/iOS)

1. Open the app in your browser.
2. Tap the browser menu (: or ).
3. Tap Install app or Add to Home Screen.
4. Confirm. The ExpensGlobe icon will appear on your

home screen.

On desktop (Chrome/Edge)

1. Open the app in your browser.
2. Click the install icon in the address bar (⊕ or “Install”).
3. Confirm. The app will open in its own window.

After installation, just tap/click the ExpensGlobe icon to open it anytime.

3. First Time Setup – Lock Screen

3.1 Set your password and security questions

When you open the app for the first time, you will see a lock screen.

1. Enter a password in the Password field.
2. Click Unlock / Set password.
3. The app will ask you to set 3 security questions.
4. For each question:
 - o Choose a question from the dropdown.
 - o Type your answer in the box below it.
5. Make sure:
 - o All 3 questions are different.
 - o You type an answer for each one.
6. Click Unlock / Set password again.

Your password and security answers are saved in your browser.

- Use the password to unlock the app on future visits.
- Use the security questions if you ever forget your password.

Tip: Choose questions and answers you will remember, but others are unlikely to guess.

3.2 Unlock the app on later visits

Next time you open the app:

1. Enter your password.
 2. Click Unlock / Set password (or press Enter).
- If the password is correct, the app opens.

3.3 Forgot your password?

If you forget your password:

1. Click Forgot password? on the lock screen.
2. Answer your 3 security questions.
3. If all answers are correct, you can:
 - o Set a new password.
 - o Use the new password to unlock the app.

If you don't remember your security answers, you must clear the saved password and set everything up again (see section 3.4).

3.4 Clear saved password (and security

questions)

To remove your current password and security questions:

1. On the lock screen, click Clear saved password.
2. Enter your current password to confirm.
3. The app will remove:
 - o Your password
 - o Your security questions and answers
4. Next time, you will set a new password and new security questions.

Warning: This does not delete your transactions. It only removes the lock.

4. How to Use the App

4.1 Add a transaction manually

After unlocking, you can start tracking your money.

1. Choose the transaction type: Expense or Income.
2. Enter the amount.
3. Enter a short description (e.g., "Lunch", "Salary").
4. Select a category (e.g., Food, Travel, Salary).
 - o You can add or delete custom categories (see section 6.1).
5. Select a payment method (UPI, Cash, Bank transfer, Card, etc.).
6. Choose the currency for this transaction (USD, EUR,

INR, etc.).

7. Click Add transaction.

The transaction is saved and appears in the list.

4.2 Quick add (fast entry)

For faster entry, use the + button (usually at the bottom right):

1. Tap the + button.

2. In the quick-add window, fill in:

- o Amount
- o Description
- o Type (Income / Expense)
- o Payment method
- o Category
- o Currency

3. Tap Add.

The transaction is saved and the window closes.

5. Currency Handling

ExpensGlobe lets you track income and expenses in different currencies and choose which currency you want to see in your balance and charts.

5.1 How currencies are stored

- Each transaction is saved in the currency you enter.

For example:

- o €25 for a meal → stored as 25 EUR

- o \$10 for a ride → stored as 10 USD

- o ₹500 for groceries → stored as 500 INR

The app keeps the original currency for every transaction.

5.2 What you see on the screen

- In the transaction list, each item shows its own currency:

25 EUR, 10 USD, 500 INR, etc.

- At the top of the app, you see your total balance in one currency.

- In the charts, all amounts are also shown in that same currency.

5.3 Choosing the currency for balance and charts

- At the top of the app, there is a currency dropdown.

- This dropdown shows the same list of currencies you use when adding transactions (USD, EUR, INR, GBP, etc.).

- Whichever currency you select here will be used for:

- o Your balance

- o Your charts

- o Your summaries

Example:

- o You select USD → your balance and charts

show all amounts converted to USD.

- You select EUR → your balance and charts show all amounts converted to EUR.

You can change this anytime. The app will recalculate your balance and charts in the new currency.

5.4 What changes and what stays the same

- Changes:
 - o The currency used for your balance and charts (based on your selection).
- Stays the same:
 - o Each transaction keeps its original currency in the list (25 EUR, 10 USD, 500 INR, etc.).

This way, you can:

- Record transactions in any currency you actually used.
- View your overall money situation in the currency you prefer, without losing the original details.

6. Other Features

6.1 Manage categories

You can customize categories for income and expense.

To add a category

1. Select the type (Income or Expense).
2. In the “Add / delete category” box, type the new

category name.

3. Click Save.

To delete a category

1. Select the category from the dropdown.

2. Click Delete.

Changes are saved immediately.

6.2 View transaction details

Click any transaction in the list to open its details:

- Type (Income / Expense)
- Payment method
- Amount and currency
- Category and subcategory
- Description
- Date and time

Close the details window to return to the list.

6.3 Export your data

You can export all your transactions:

CSV / Sheets

1. Click CSV / Sheets.

2. A file downloads that you can open in Excel or Google Sheets.

PDF

1. Click PDF.

2. A PDF report downloads with all your transactions in a table.

6.4 Reset all data

To delete all transactions and start fresh:

1. Click Reset all in the “Recent activity” section.
2. Confirm in the popup.

Warning: This permanently deletes all your transactions and resets charts and balance.

7. Charts and Insights

The app shows three main charts:

1. Income vs Expense (pie chart)

Shows how much of your total money is income and how much is expense.

2. Monthly flow (bar chart)

Shows income and expense for each month.

3. Weekly spending (bar chart)

Shows your spending over the last 7 days.

All charts use the currency you selected at the top of the app.

8. Data Storage and Privacy

All your data is saved in your browser using local storage.

- Your transactions, settings, password, and security questions stay after refresh or closing the tab.

9. important to safe use

- Activate your license before installing the app.
 - If you clear the browser's site data, you may need to activate the license again.
 - Keep your Gumroad license key private.
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- Choose a strong password you can remember.
 - Choose security questions with answers only you know.
 - Don't share your password or security answers.
 - If you ever need to move to a new device, export your data (CSV or PDF) as a backup.