

Expense Tracking Documentation

Thank you for purchasing the **Expense Tracking** App! We hope you enjoy it as is, but feel free to tweak it to suit your needs.

This app, its data source, and this documentation were created by the Latvian company **SIA “Powerbuzzing”** (company registration number **40203612160**, VAT registration number **LV40203612160**).

As the purchaser, you can freely adjust and develop the app to fit your business or personal needs. However, please note that this app, its data source, and this documentation cannot be sold or distributed for commercial purposes.

In this documentation, you'll find some info to help you understand, adjust, and keep developing the app.

Overview

Purpose of the App

This app was designed to provide a simple yet powerful solution for tracking and managing expense reports. It serves two main audiences:

- **Personal & Family Use:**

The app helps individuals and families stay organized with their spending by allowing them to record expenses, categorize them, and monitor trends over time. This supports better budgeting, improved financial awareness, and potential savings.

- **Business Use:**


For small businesses or partnerships, the app functions as a lightweight expense tracking system. It enables employees or partners to submit expenses, while an accountant or admin can review, approve, or reject reports — streamlining accounting workflows and maintaining accurate financial records.

The app is built with a mobile-friendly interface and is connected to an Excel-based backend, making it accessible, transparent, and easy to maintain without complex IT infrastructure.

Technical Description

Data Source

All data is stored in the **Excel file ExpenseTracking_data** with the following tables:

- **ReportsTable:** The **main table** where all submitted expense reports are stored.
- **CategoriesTable:** Contains a **list of expense categories**. This table is **editable directly in Excel**—add or delete categories as needed.
- **CurrenciesTable:** A **list of available currencies**. This table is also **editable in Excel** to support new or custom currencies.
- **PaymentMethTable:** Holds a **list of payment methods**. Editable in Excel.
- **StatusTable:** A list of **approval statuses** for reports.
 *Changes to this table require app updates*, as other parts of the app logic depend on the specific values and structure of this list.

App Screens

- **MainScreen:** Central hub with 5 navigation buttons that direct users/admins to key functions of the app.
- **ReportScreen:** For users to submit new expenses. Includes inputs for amount, category, payment method, currency, and notes.
- **PendingScreen:** Displays **user-submitted reports** with status “**Pending**”, awaiting admin review.
- **InfoReqScreen:** Lists reports where the **admin has requested additional input** from the user (status = “Info Requested”).
- **EditInfoReqScreen:** Allows users to provide additional information based on admin feedback.
- **HistoryScreen:** Displays all reports submitted by the **currently logged-in user**. Includes **filtering by status** and navigation buttons (triangle) to see detailed view of individual reports.
- **ViewHistScreen:** A read-only screen for viewing the details of a selected report from the HistoryScreen.
- **PasswordScreen:** Secures admin access. Admin must enter a predefined password to continue to the admin section.
- **AdmRevScreen:** Admin-only screen where all reports (regardless of user) can be reviewed, edited, or approved.

Key Features

- **User Identification:** The app filters views based on the current user's email (User().Email), ensuring users only see their own reports (except for the admin).
- **Admin Access Control:** Admin access is protected via a password entry (PasswordScreen), and grants full visibility into all reports.
- **Filtering & Sorting:** Galleries are dynamically filtered and sorted using dropdowns. Sorting by Submitted On is used to show the latest reports first.
- **Dynamic Dropdowns:** Category, Currency, and Payment Method pickers are populated from editable Excel tables (CategoriesTable, CurrenciesTable, and PaymentMethTable).
- **Status-Dependent Navigation:** Reports with certain statuses route the user to different screens for further input or review.
- **Form Behavior:** Forms switch between New and Edit modes depending on user action or gallery selection.

Excel Table Integration Notes

- Keep Excel tables properly formatted: every data entry must reside within the Excel table bounds.
- Avoid inserting extra rows between the table and other data manually.

Password Protection

Access to the admin-only screen is protected by a **pre-set password**.

- **Default Password:** yourPassword
- **Where to Enter:** On the PasswordScreen, users must enter the password into the input field and press the "**Log In**" button to gain access.
- **How It Works:** The logic checks if the value entered in textInput_AdminPassword matches the correct password.

To Change the Password

You can change the password directly in **Power Apps edit mode**:

1. Open the app in edit mode.
2. Go to the **PasswordScreen**.
3. Select the "**Log In**" button.
4. In the **OnSelect** property, update the comparison inside the formula:

```
If(
    textInput_AdminPassword.Value = "yourPassword",
    Navigate(AdmRevScreen),
    Notify("Incorrect password", NotificationType.Error)
)
```

Replace "yourPassword" with your new password string.

Important: Make sure to publish the app after editing to apply the password change for all users.

How to Import and Connect the Expense Tracking App in Your Power Apps Environment

Step 1: Extract the App Package

After downloading the .zip file, extract its contents to a folder. You will find:

- **ExpenseTracking.msapp** – the Power Apps app file
- **ExpenseTracking_data.xlsx** – the Excel file that stores app data
- **Expense Tracking Documentation** – including this setup guide

Important:

The ReportsTable in the Excel file includes **1 placeholder row**.

Do not delete this row until **you have submitted at least one real expense report, and managed it in Admin section** via the app, filling all cells in the first row. This ensures Power Apps can correctly interpret the table format. You can delete the placeholder row after that.

Step 2: Upload the Excel File to OneDrive

Upload the ExpenseTracking_data.xlsx file to your **OneDrive for Business** account.

Step 3: Import the App into Power Apps

1. Open **Power Apps** at make.powerapps.com
 2. From the left menu, click **Apps**
 3. Click **Import app > From file (.msapp)**
 4. Browse for **Expense Tracking.msapp**, click **Open**, and wait for the upload
 5. If prompted, **grant permission** to Excel Online (Business)
-

Step 4: Connect the App to the Excel Data

Once the app is imported, open it in **Power Apps Studio**. Initially, most fields will show errors – this is expected and will be fixed after connecting to the data.

Follow these steps:

1. Click **Data** (left panel)
2. Click **Add data** > search for and select **Excel Online (Business)**
3. Choose **OneDrive for Business**, then locate and select the ExpenseTracking_data.xlsx file
4. Select **all available tables**:
 - ReportsTable
 - CategoriesTable
 - CurrenciesTable
 - PaymentMethTable
 - StatusTable
 - Click **Connect**
 - Choose **“Insert auto generated ID into Excel table”**

Do not delete or modify the ID columns Power Apps inserts. These are required for the app to function properly.

Final Step: Save and Publish

- Click **Save**
- Then click **Publish** > **Publish this version**

You're now ready to use the **Expense Tracking** App in your environment.

Next Steps

Once you've successfully imported and connected the Expense Tracking app, here are a few actions you can take to get the most value out of it:

Share the App with Coworkers or Family Members

If you're using this app for **business accounting** or **personal family budgeting**, you can share access with others:

1. In Power Apps, go to **Apps**
2. Click the **three dots (...)** next to the Expense Tracking app
3. Select **Share**
4. Enter the email addresses of coworkers or family members
5. Assign appropriate permissions (usually **Can use**)

Note: Shared users must have access to the same OneDrive location or be on the same tenant for Excel data connection to work properly.

Download and Use the App on Mobile

To use the app on your phone or tablet:

1. Download the **Power Apps mobile app** from the App Store (iOS) or Google Play Store (Android)
2. Sign in using the same Microsoft account used during app setup
3. Open the **Expense Tracking** app from the list

Designed with a mobile-friendly layout so it works great on the go!

Analyze the Data in Excel or Power BI

All expense data is stored in the Excel file (ExpenseTracking_data.xlsx) which you uploaded to OneDrive. You can use it for further insights:

Open in Excel:

- View, filter, or pivot your data manually
- Add charts or summary tables for basic reporting

Connect to Power BI:

1. Open Power BI Desktop
2. Choose **Get Data > Excel**
3. Connect to your ExpenseTracking_data.xlsx file from OneDrive
4. Build custom dashboards and visualizations to monitor expenses, trends, and savings goals