Covely Finance
User Manual & Guide

A comprehensive, step-by-step guide to mastering your wealth offline.

App Version: v1.5.1

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Core Philosophy

Covely is built on a **privacy-first, local-first** architecture. Unlike traditional personal finance applications, we do not require you to connect your bank accounts to our servers, nor do we collect or aggregate your sensitive financial information.

> 🔒 **Absolute Data Ownership**
>
> All transactions, account balances, categorization rules, and portfolios are saved locally on your own machine. We have zero tracking, analytics, or remote database synchronization.

Key Security Pillars

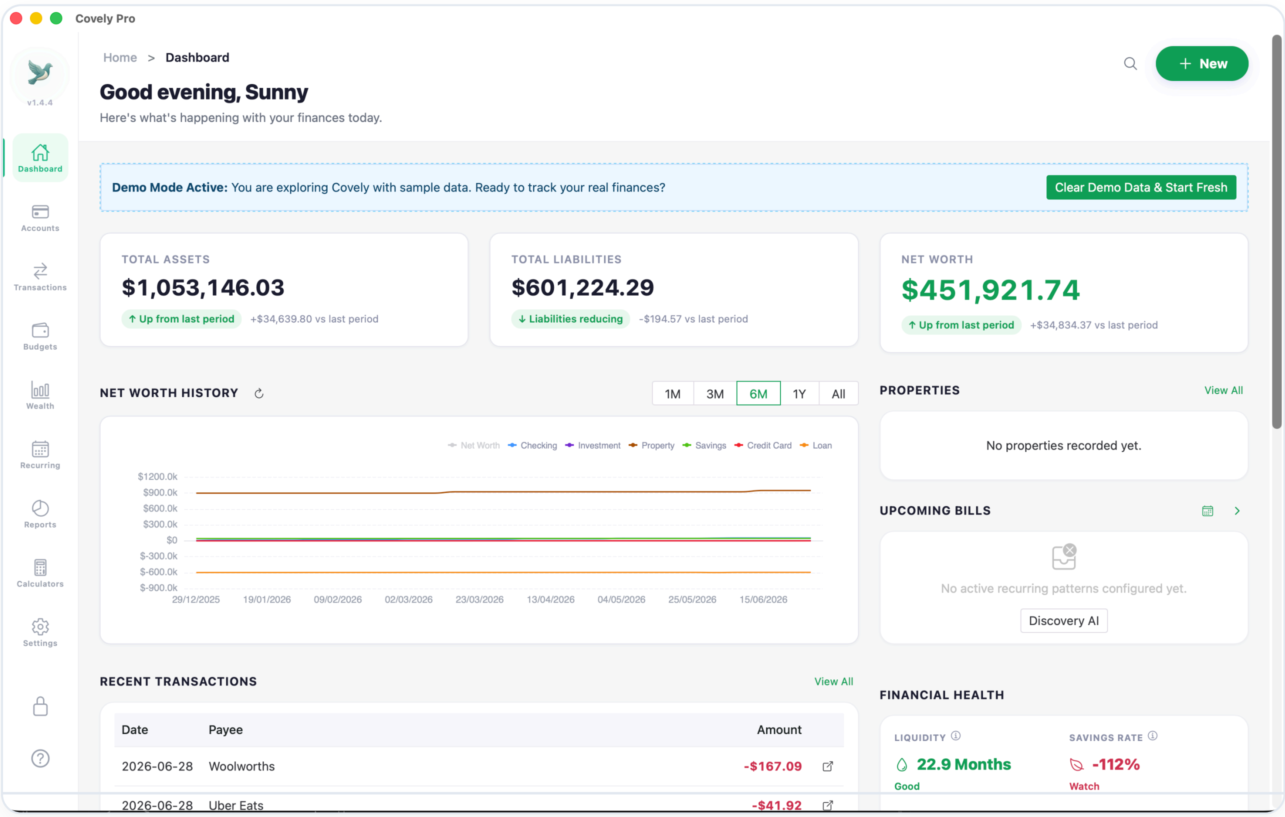
- **Local-only Database:** Your financial data is written directly to an encrypted SQLite database on your local disk.
- **Biometric Security:** Enable Touch ID / Face ID or password vault locks to restrict access to your financial dashboard.
- **Encrypted Backups:** Secure your records with AES-256-GCM backup encryption. Define an automatic backup directory that points to a local folder (or a folder sync'd to a secure drive like iCloud or Dropbox).

> 💎 **Covely PRO Upgrade**
>
> While the base app is extremely feature-rich and forever free, upgrading to **Covely PRO** removes history boundaries (expanding beyond the 1-month dashboard visualizer), lifts the 20-rule limit on automation, and unlocks advanced 90-day cash flow projections.

Step 1: Dashboard Overview

The Dashboard is the control center of your financial OS. Here, you get a bird's-eye view of your financial health, combining your assets and liabilities into a single unified metric.

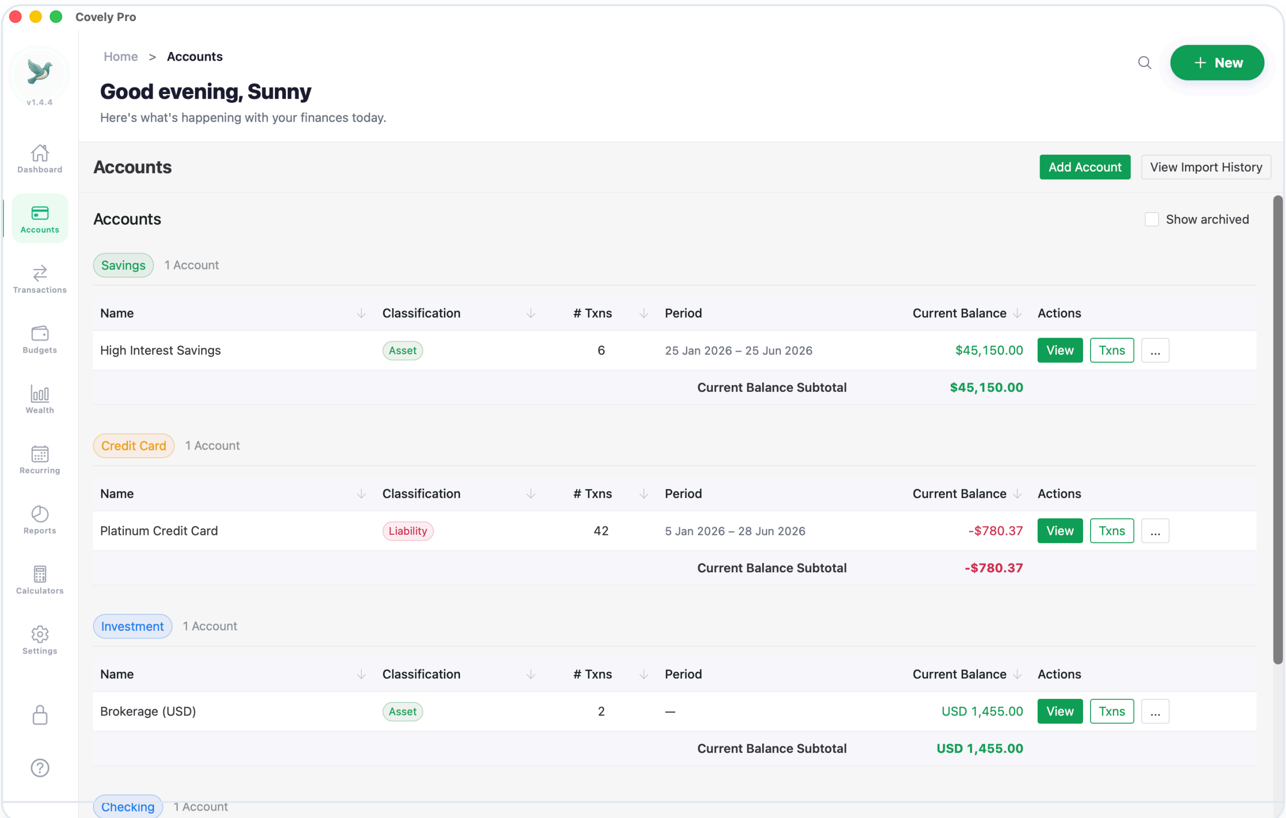
- **Total Net Worth:** Aggregates cash, properties, stocks, and subtracts liabilities.
- **Cash Flow Summary:** Tracks income vs. expenses for the current period at a glance.
- **Demo Mode:** New installations feature a pre-loaded sample dataset so you can explore the features. Click *"Clear Demo Data & Start Fresh"* whenever you're ready to input your own records.



Step 2: Creating Your Accounts

To construct your Net Worth, you must define your accounts. Covely supports multiple asset and liability types to map your entire balance sheet.

- **Asset Accounts:** Create checking accounts, savings accounts, physical property holdings (e.g., real estate), and investment portfolios.
- **Liability Accounts:** Track home loans, credit cards, auto loans, and manual liabilities.
- **Creation Process:** Click the **New Account** button, specify the name, currency, starting balance, and account type to begin tracking.

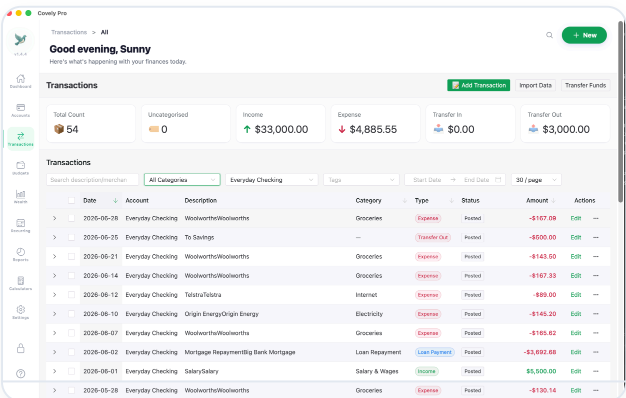


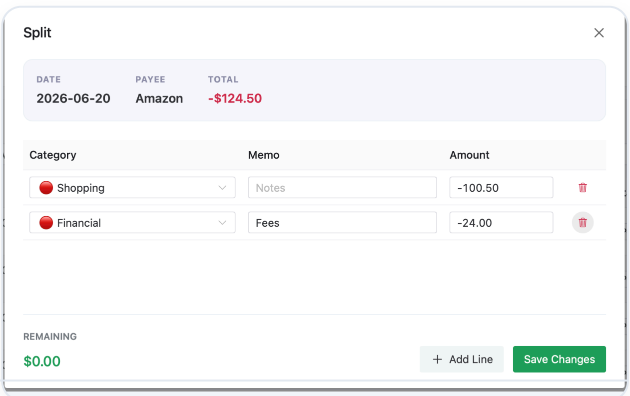
Step 3: Importing Transactions

Keep your transactions ledger up to date by importing statement files or entering records manually.

- **Supported Formats:** Import CSV, QIF, and OFX formats directly from your online banking portal.
- **Transfer Identification:** The import system automatically scans for matches. If it finds equal amounts with opposite signs (e.g., $100 checking outflow matching $100 savings inflow within +/- 2 days), it prompts you to link them as a transfer.
- **Manual Entries:** Click **New Transaction** to quickly log cash expenses or manual entries.

Transaction Splitting: You can split a single transaction into multiple categories. Simply click on a transaction, select 'Split', and allocate specific amounts to different categories until the total is fully assigned.

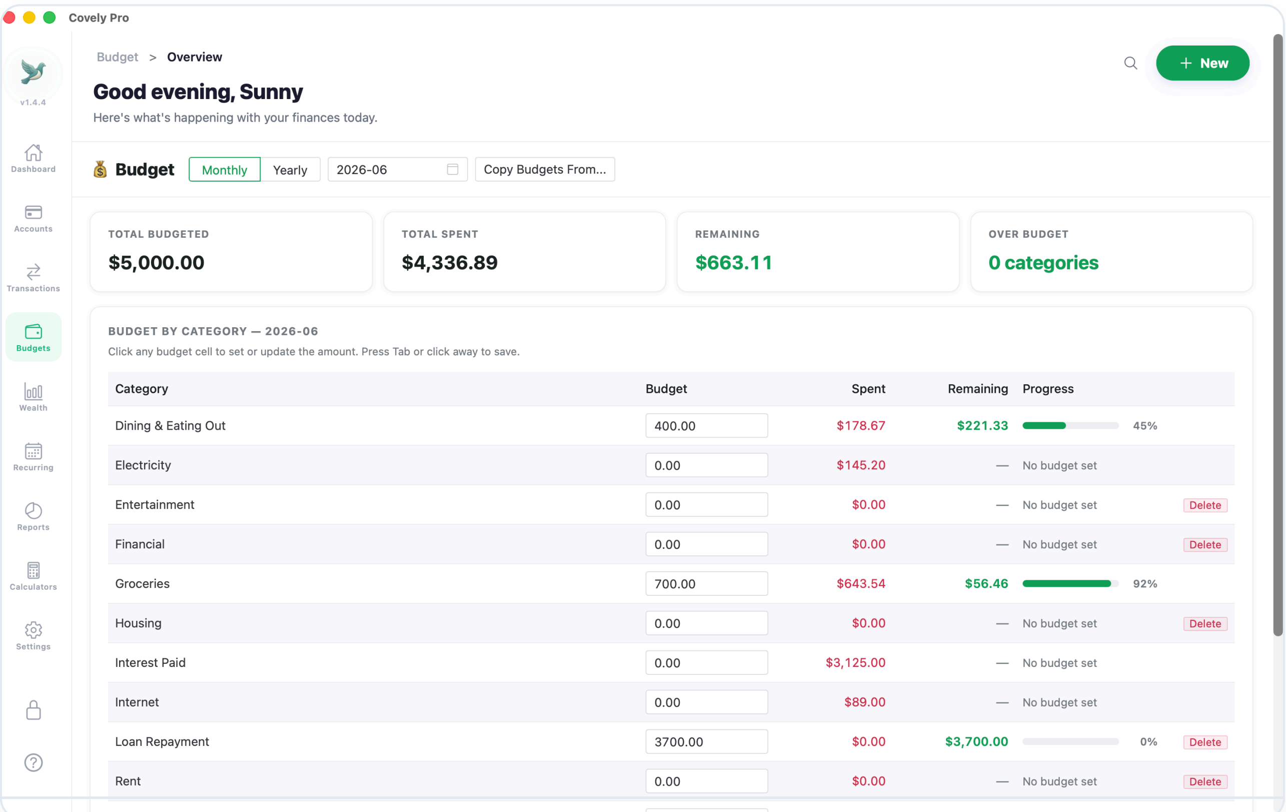




Step 4: Managing Categories & Budgets

Group your expenses into granular categories to see where your money goes, and set limits to control your monthly spending.

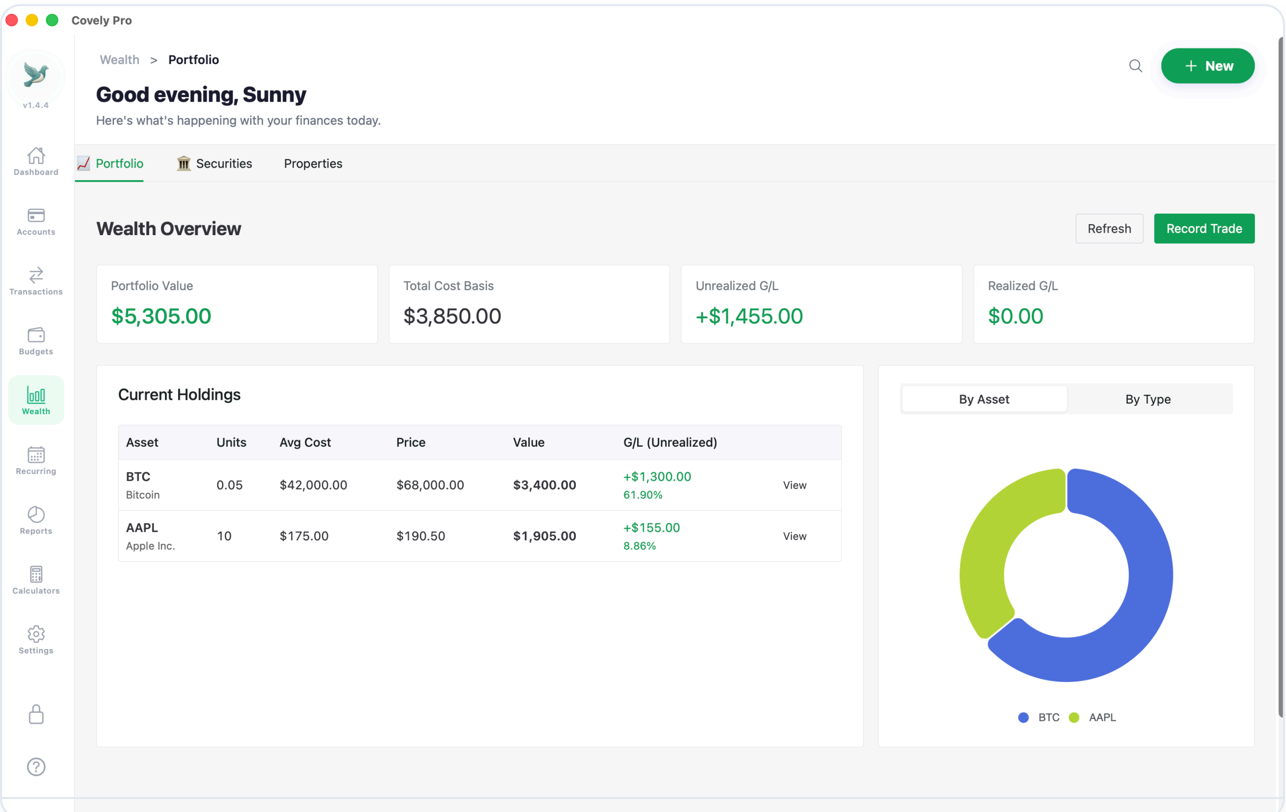
- **Custom Categories:** Create, edit, and color-code categories matching your lifestyle.
- **Budget Rollovers:** Carry forward unspent funds from one month to the next. Go to *Settings > Categories*, edit a category, and toggle *"Enable Budget Rollover"*.
- **Rollover Caps:** Restrict how much surplus budget can accumulate over time to ensure allocations remain realistic.



Step 5: Tracking Wealth & Holdings

Monitor your long-term assets and investments. The Wealth module offers a comprehensive look at your non-cash assets.

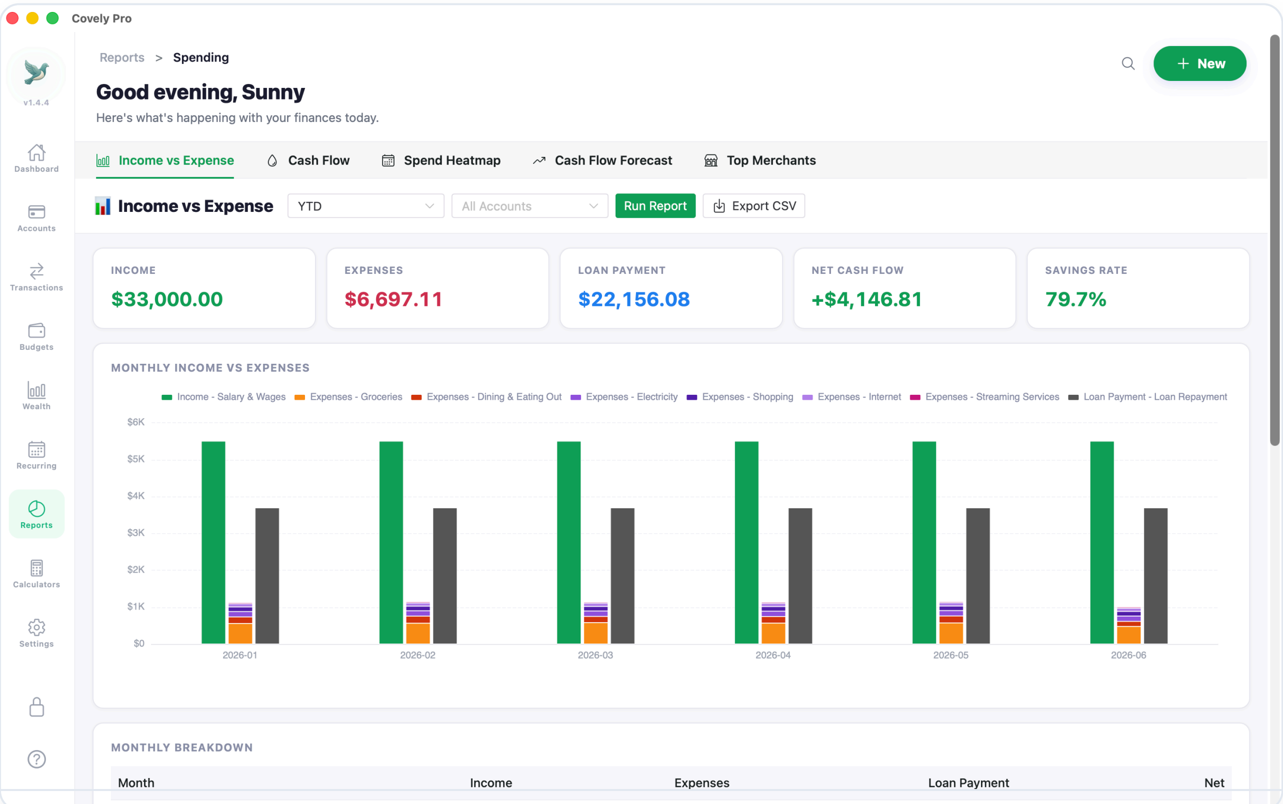
- **Stock Portfolios:** Add stocks and ETFs to portfolios. Track purchase prices, quantities, and current market valuations.
- **Property & Valuations:** Add physical assets (homes, commercial properties) and update values to view home equity.
- **Real-time Asset Allocation:** Review your asset distribution chart to balance cash, equities, and property investments.



Step 6: Reports & Analytics

Unlock deep insights into your cash flow and net worth trends over time to make informed financial decisions.

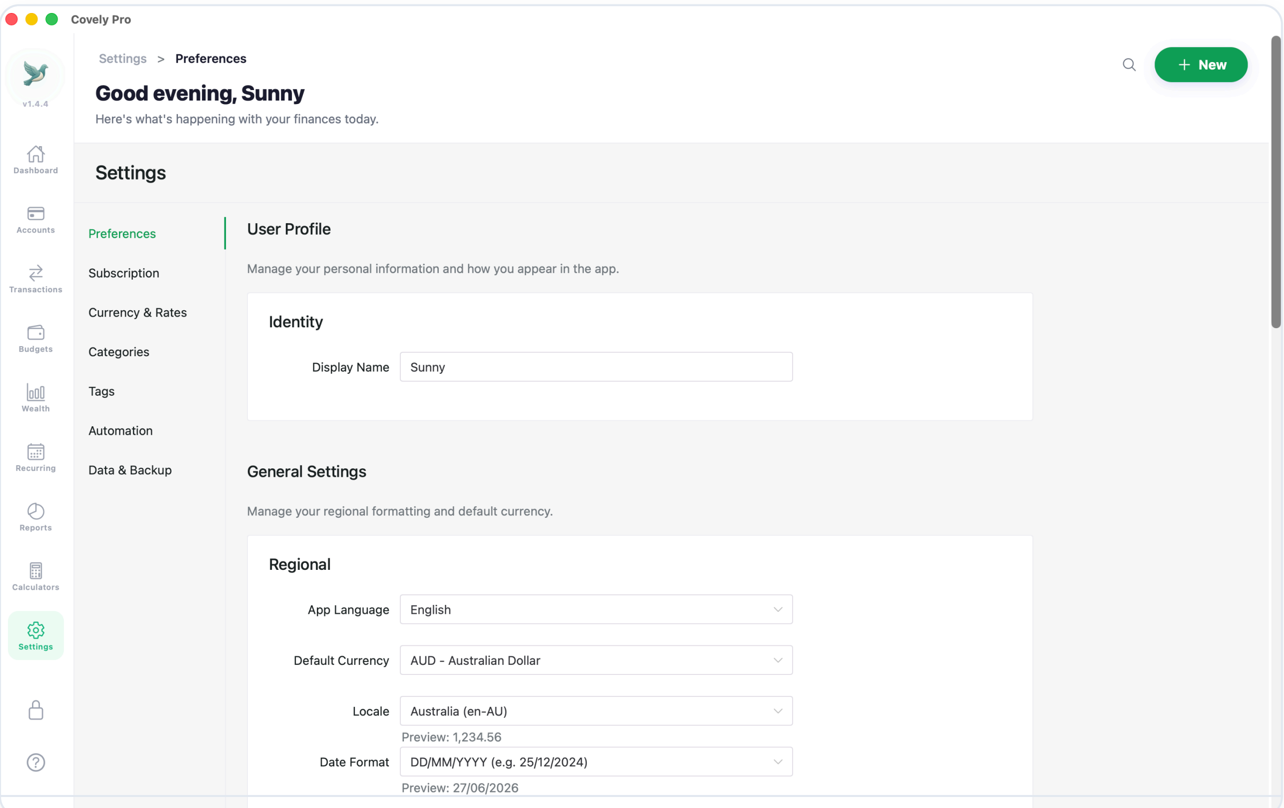
- **Income vs. Expense:** Visualizes your savings rate. Easily identify spikes in specific expense categories.
- **Net Worth Evolution:** Tracks your assets and liabilities historically. See your long-term progress visually.
- **Granular Filtering:** Filter your charts by custom date ranges, accounts, categories, and tags.



Step 7: Custom Automation Rules

Automate your workflow. The Settings page lets you configure currency preferences, secure backups, and rules.

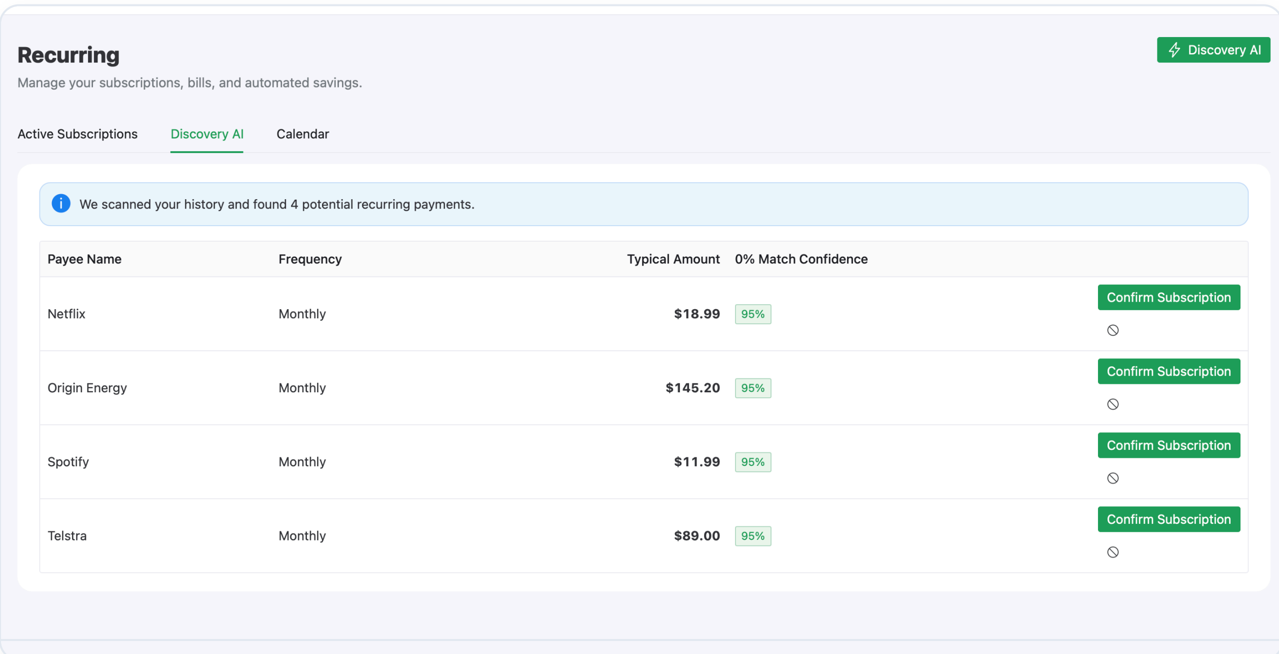
- **Base Currency:** Define the global currency for your net worth. Individual accounts in foreign currencies will convert automatically.
- **Auto-Categorization Rules:** Define rules that run during statement import. Map specific payees or keywords (e.g., "Uber") to predefined categories automatically.
- **Preferences:** Easily switch between modern and classic Microsoft Money-inspired desktop interfaces.



Step 8: Recurring Transactions

Automatically track your subscriptions and bills without manual entry.

- **What it is:** Recurring transactions are regular payments like subscriptions, rent, or utilities that happen on a predictable schedule.
- **How to detect it:** The system automatically analyzes your last 12 months of transactions during import to detect these patterns. You can confirm them in the 'Recurring' module under the 'Discovery AI' tab by clicking the "Confirm subscription" button so they appear on your dashboard.
- **How to use it in Dashboard:** Once confirmed, the system projects upcoming due dates on your dashboard to give you a clear view of your upcoming liabilities. After a projected transaction is paid, click the "Mark as paid" button to automatically advance its due date.



Frequently Asked Questions

How do I import my bank transactions?

> You can import transactions using CSV, QIF, or OFX files. The import process can be triggered from either the 'Accounts' page (for a specific account) or the 'Transactions' page for global imports.

Is my financial data secure?

> Absolutely. Covely is a local-first application. Your data is stored directly on your machine in an encrypted database. We never upload your personal financial records to any cloud servers.

What is the difference between Base Currency and Default Currency?

> The Global Base Currency (set in Settings) is the anchor for your entire financial picture. The app converts all foreign currency account balances into this single currency to show your unified Net Worth. The Default Currency is a quality-of-life setting used to pre-fill currency selections during manual data entry.

How does the Budget Rollover work?

> Budget Rollover carries over unspent money from one month to the next. Enable it under 'Settings > Categories' by editing an expense category and enabling rollover. You can set a cap to limit the total amount that can accumulate.

What should I do if Windows blocks the installation of Covely?

> On Windows 11 (24H2+), Smart App Control might temporarily block unrecognized apps. You can temporarily toggle it off under Windows Security → App & browser control → Smart App Control, run the installer, and then turn it back on.

What is the Classic Layout and how do I switch to it?

> The Classic Layout provides a nostalgic, Microsoft Money-inspired desktop experience featuring context-sensitive task sidebars, deep-linked quick actions, and classic typography. Switch to it via Settings > Preferences > Menu Style.

What is Smart Rule Suggestion and how do I use it?

> Smart Rule Suggestion automatically analyzes your imported transactions to suggest new categorization rules based on your past behavior. To use it, simply import your transactions as usual; if the system detects recurring patterns, it will prompt you with suggested rules that you can approve with a single click to streamline future imports.