Kipo

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User guide

Kipo, your AI expense tracker inside Telegram: log spending by voice, text or photo, and it does the rest.

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1 Getting started

Once your membership is active:

1	Open the bot in Telegram and tap **Start**. You'll get a “You're in!” message and the how-to.
2	You'll receive the link to your **Google Sheet**. Open it and bookmark it: everything you log shows up there.
3	Start logging right away. There is nothing to configure.

💡 Pin the bot's chat to the top of Telegram so it's always one tap away.

2 Log an expense

Send it however you like, in English, Arabic or a mix:

uber 150

✅ **150 EGP** · 🚕 Transport
👤 Personal · Uber ride

✍️ **Text**	`coffee 85` · `carrefour 1450` · `talabat 320`
🎤 **Voice**	Say “paid the electricity bill 600”. It understands everyday Arabic too.
📸 **Photo**	Snap a receipt: it reads the total and the store name.
➕ **Several**	`uber 150, coffee 85` logs each one separately.
💼 **Work**	Start with `w` : `w canva 13$` logs a work expense.
💰 **Income**	Start with `+` : `+15000 client paid`
💱 **Currencies**	`13$` · `50 aed` · `20 eur` are converted at today's rate.
📅 **Another day**	`yesterday fuel 500` is logged on yesterday's date.

3 Fix anything

Every card has buttons:

Button	What it does
🏷️ **Category**	Change the category; the bot remembers that merchant next time
✏️ **Edit**	Describe the change in your own words
→ **Work / Personal**	Switch between work and personal
↩️ **Undo**	Remove it

↩️ (reply to the card) make it 250 yesterday

✏️ *Updated amount, date*

💡 Easiest way: **Reply** to the card and type or say the change, like “merchant WE” or “this was for work”.

4 Your Google Sheet

The Sheet updates itself after every entry. It has 4 tabs:

Expenses	Every entry, newest first.
Dashboard	This month's spending, income, net, categories, top merchants and the change vs last month.
Monthly	The last 12 months side by side, per category.
Weekly	The last 12 weeks (weeks run Saturday to Friday).

💡 You can edit **Description, Category, Scope, Business, Merchant and Note** in the Sheet. Edits reach the bot every hour, or right away with `/sync`. Change amounts and dates through the bot.

5 Summaries and budgets

🌙 **Every day**	Today's summary at 10 PM.
📆 **Every Friday**	The week's summary, compared with last week.
🗓️ **Month end**	The monthly report plus a CSV of every entry.
🎯 **Budgets**	`/budget food 5000` warns you when you reach 80% of it.
🔁 **Fixed costs**	`/recurring 5 netflix 300` is logged automatically on the 5th of every month.

💡 Times are Cairo time, and totals are in Egyptian pounds (EGP).

6 Commands

Type `/` in the chat to see the menu:

Command	What it does
/today · /week · /month	Summary for today, this week or this month
/last	Your last 10 entries with their numbers
/undo	Remove the last entry
/edit 12 amount 300	Change entry #12
/budget	Budgets · `/budget food 5000`
/recurring	Fixed monthly costs
/sync	Pull your Sheet edits now
/export	A CSV of everything
/categories	The category list
/support	A question or a problem: instant answer, and our team replies here if needed
/refund	Full refund within 7 days of paying
/help	How to use the bot

7 Categories

The bot picks the category for you; change it any time with 🏷️. “Money moves” and “Income” are not counted as spending.

Living

🛒 Groceries	سوبر ماركت
🏠 Rent & Home	إيجار وبيت
💡 Bills & Utilities	فواتير
📶 Internet & Mobile	نت وموبايل
🚕 Transport	مواصلات
⛽ Fuel & Car	بنزين وعربية
💊 Health	صحة
🛡️ Insurance	تأمين

Lifestyle

🍔 Food & Dining	أكل ومطاعم
☕ Coffee & Snacks	قهوة وسناكس
🛍️ Shopping	مشتريات
🎬 Entertainment	ترفيه
✈️ Travel	سفر
💈 Personal Care	عناية شخصية
📚 Education	تعليم

Family & Giving

🎁 Family & Gifts	عيلة وهدايا
🧸 Kids	أطفال
🤲 Charity & Zakat	صدقة وزكاة

Business

💻 Software & Subscriptions	برامج واشتراكات
🌐 Hosting & Domains	استضافة ودومينات
📣 Ads & Marketing	إعلانات وتسويق
🖨️ Printing & Production	طباعة وإنتاج
🚚 Shipping & Delivery	شحن وتوصيل
🏢 Office & Workspace	مكتب
Client Meetings	مقابلات عملاء
🔌 Equipment & Devices	أجهزة ومعدات

Business costs

📦 Inventory & Materials	خامات وبضاعة
🏭 Supplier Payments	مدفوعات موردين
👥 Salaries & Freelancers	مرتبات وفريلانسرز
🎯 Commissions	عمولات
🧾 Fees & Taxes	رسوم وضرايب

Money moves

🏦 Loans & Debt	قروض وديون
🔄 Savings & Transfers	توفير وتحويلات

Income

💰 Income	دخل

Other

📌 Other	أخرى

8 Quick answers

The bot said “AI busy”?
The entry was saved with its amount under “Other”. Tap 🏷️ to pick the category.

Is my data private?
Yes. Every member has their own data and their own Sheet, used only to run the service for you. Details at heykipo.com/privacy.html

Logged something by mistake?
Tap ↩️ Undo on the card or send `/undo`.

Can I take my data with me?
`/export` sends you a CSV any time, and the Sheet is yours.

Need help? Send /support to @heykipobot **heykipo.com**