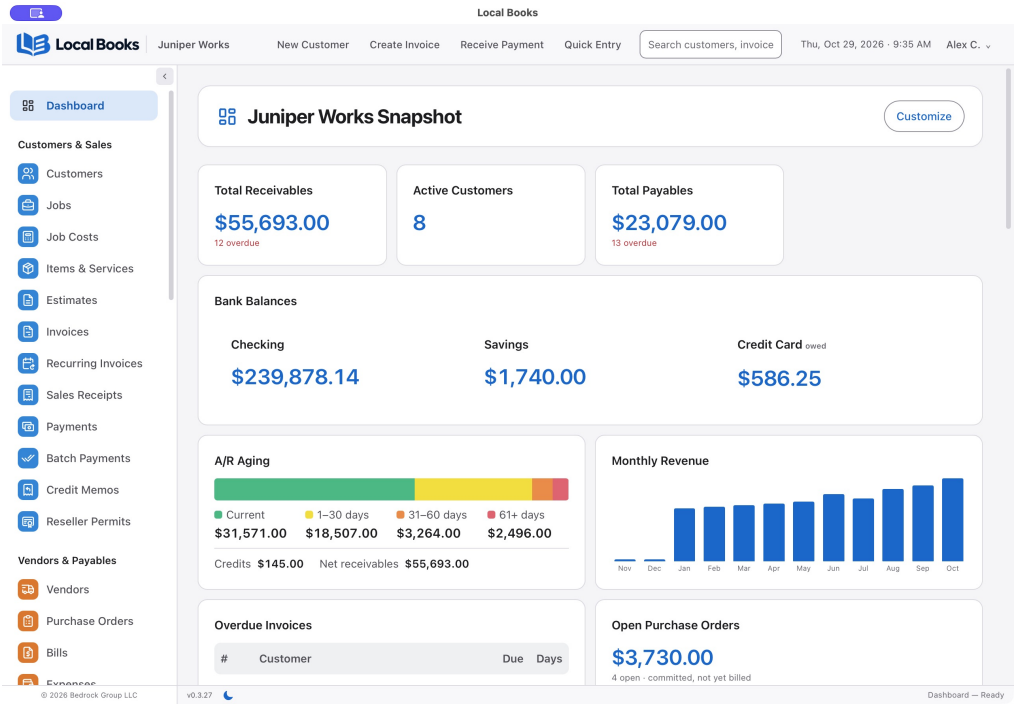
BEDROCK GROUP LLC

Local Books

Complete User Manual

Complete operating procedures, screen reference and administration.



Local Books dashboard with the Juniper Works demo company.

Local Books 0.3.37
Manual edition: November 13, 2026

Use the complete table of contents immediately after this cover or the PDF bookmarks to find a procedure. Before importing records or entering opening balances, read Migration and CSV imports and Exports, migration and recovery boundaries.

CONTENTS

Complete manual directory

Select a chapter title or page number to jump to it. The PDF bookmarks provide the same chapter navigation. This manual contains installation instructions, screen-by-screen reference, detailed operating procedures and Server setup.

Bold text identifies controls. Settings opens a categorized dialog: choose a category in the left navigation to view its controls, then select Close; Escape also closes Settings when no other dialog is open. If you leave with unsaved changes, Settings asks whether to discard them. For example, Settings > Company means open Settings and choose Company. Required fields carry an asterisk. Available actions depend on your role, company type and record status. API procedures require an authorized integration; they are not hidden desktop controls.

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Install Local Books on Mac

Install the application before activating your license and creating or opening a company.

Choose the supported installer

Use the Mac download from localbooks.software. The Apple Silicon package is LocalBooks-macos-arm64.dmg and requires macOS 14 or newer. An Intel Mac cannot run this arm64 package. Check the download requirements before installing.

Install and open

1. Double-click the downloaded DMG. Drag Local Books into Applications and wait for copying to finish.

2. Eject the disk image. In Finder, open Applications and launch Local Books from there, not from the installer image or an old test copy.

3. Complete software activation when prompted. Your software license key and company login are different credentials. Continue with Start, sign in and switch companies for company setup.

4. Confirm the company name before entering any records. For existing books, use the existing company and login rather than creating a duplicate.

Updates and Server use

Use Settings > License & updates > Check for Updates. Download Update shows progress; save work before approving Install and Restart. See Install updates and restart for the full procedure. This category also contains About Local Books and links to Quick Start Guide (PDF) and Complete User Manual (PDF); each PDF link opens in a new tab or window. For same-office workstation connections, see Office computer setup. Shared Server has separate licensing and setup; see Server setup on Mac.

> Installing or activating does not import financial records or move company data. Before migration or opening balances, read the migration procedures. Preserve existing company files and backups during any installation or update.

Install Local Books on Windows

Use the installed Windows application and preserve existing company data during updates.

Choose the supported installer

Use LocalBooks-Setup-x64.exe from localbooks.software on 64-bit Windows 10 or 11. The installer handles the desktop WebView2 requirement. Windows portable is not a public download choice; existing portable installations have a separate supported update path.

Install and open

1. Run the downloaded installer and follow its setup wizard. Keep the proposed location unless your administrator has a specific reason to change it.

2. Before running the installer, verify that it came from the trusted Local Books download and that its digital signature is valid with publisher Bedrock Group LLC. SmartScreen reputation or organization security warnings may still appear. Stop if the signature is missing, invalid or unexpected; do not disable antivirus or bypass organization policies.

3. Launch Local Books from the Start menu. Activate with your license key when prompted, then create or select the intended company and complete its sign-in/setup.

4. Confirm the company name before entering records. Installation does not migrate another accounting system or restore a company backup.

Updates and Server use

Use Settings > License & updates to check for updates. Download Update shows progress; save work before approving Install and Restart. An older download-only version can require one manual transition installation. See Install updates and restart for the full procedure. For same-office workstation connections, see Office computer setup. Shared Server has separate licensing and setup; see Server setup on Windows.

If the application will not open, retain the exact error and launcher.log from the Local Books data folder. Preserve company data, receipts and backups; do not delete these as an installation troubleshooting step.

Start, sign in and switch companies

Keep each organization in its own company file. Always confirm the active company before entering data.

Open: Launch Local Books / Companies / Company Files

Field or control	What to enter or expect
Company Name	Your organization name.
Operator and password	Complete the first-run operator details and choose a unique password for this company.
Companies > Company Files > + New Company	Creates separate books. On desktop, leave the server-only Database Name blank.
Description	An optional reminder distinguishing similar company names.

What to do

1. Create or select the company in the launcher. Complete software activation if prompted before first-run setup or account access. Complete setup if the company is new; otherwise sign in with its existing login.

2. Check the company name in the top bar. Use Companies to view or create company files.

3. In the desktop app, choose Open Company on another listed company to switch to those books; sign in when prompted. Browser previews cannot switch companies; server deployments use the company configured for that deployment.

Check the result

The top bar identifies the active company. Creating another company does not move or merge existing records.

If something looks wrong: If familiar records seem missing, check the company before re-entering them. Do not create a duplicate company as a password-reset workaround. Keep your password in a password manager.

Dashboard, search and navigation

Use the dashboard for a snapshot, then open the underlying record to investigate.

Open: Dashboard / top bar

Field or control	What to enter or expect
Total Receivables	Unpaid customer balances; not your bank balance.
Overdue Invoices	Amounts outstanding beyond their due dates. Check payments and allocations before following up.
Total Payables	Vendor bills still owed.
Bank Balances	Ledger balances, which can differ from the bank until review and reconciliation are complete.
Search / shortcuts	Use the top search box and New Customer, Create Invoice, Receive Payment or Quick Entry shortcuts.

What to do

1. Check the company name in the top bar. Read balances and overdue activity, then follow the relevant customer/invoice link.

2. Use the left menu for complete lists. Scroll to reach Payroll & HR, Banking, Accounting and Settings & Data. Use Collapse menu or Expand menu to change the sidebar width; when it is collapsed, point to or focus a navigation icon to reveal its label. The main footer shows the version, then theme. Select the version for About, or open Settings > License & updates for About Local Books and the Quick Start Guide (PDF) and Complete User Manual (PDF) links. Those PDF links open in a new tab or window.

3. Select Customize to drag cards by their grips across or between rows. Use the placement marker, then Save layout. The x hides a card; Add a card restores it. Reset selects the default arrangement; Cancel discards unsaved changes.

4. For keyboard movement, focus a grip and press Space, then arrow keys. Enter places the card; Escape cancels that move. Save layout keeps the arrangement for your login.

Check the result

The dashboard summarizes recorded activity. It does not replace statements, reconciliation, or a dated financial report.

If something looks wrong: A zero balance can mean no entries have been posted, not that a connected bank has no funds. If a menu is absent, check role permissions and Business versus Nonprofit mode.

Company settings and document defaults

Set the identity and defaults used in new documents. Review a sample PDF after changing them.

Open: Settings > Company / Sales & payments

Field or control	What to enter or expect
Company name, address, Tax ID / EIN	Enter the legal/business information that belongs on your records.
Company Type	Business or Nonprofit; changes vocabulary and available nonprofit workflows.
Company Logo	Upload your organization logo: PNG, JPG, GIF, WebP or SVG, up to 5 MB. The Settings preview keeps its proportions within 200 x 80 pixels.
Default Terms / Tax Rate (%)	Starting values for new documents. Enter a percentage, such as 6 for 6%, not 0.06, in percentage-labeled fields.
Prefixes / Next numbers / Notes / Footer	Choose non-conflicting numbering and suitable document text. Report PDF Paper Size selects Letter or A4.

What to do

1. In Settings, choose Company for organization details, logo, company type and closing date; choose Sales & payments for invoice and estimate defaults, payment collection and late fees.

2. Save Settings. Company Type has its own change/save behavior and reloads the page, so save unrelated edits first.

3. Create a test document in a test company or inspect an appropriate new document to confirm formatting and numbering.

Check the result

New document defaults are ready. A changed default does not automatically rewrite every existing document.

If something looks wrong: If tax or terms look wrong on one invoice, inspect that document and its customer/item defaults. Do not change historical records merely to test formatting.

Chart of Accounts and closing dates

Accounts determine how transactions appear in financial reports. Closing dates protect previously reviewed periods.

Open: Chart of Accounts / Settings > Company > Closing Date

Field or control	What to enter or expect
Account number / name	Use a unique number and a clear category name. Renaming is different from reclassifying a balance.
Account type	Asset, liability, equity, income, cost of goods sold or expense. Have unfamiliar classifications reviewed.
Bank / Credit card kind	Makes appropriate accounts available in banking and payment selections.
CONTROL	The application relies on these accounts. Their numbers/types are protected, but names can be changed.
Import / Preview / Import changes	Administrator-only CSV or hledger chart setup. Preview writes nothing; correct every error before importing the reviewed changes.
Closing Date / optional password	Restricts changes to transactions before the configured date. This is separate from your login password.

What to do

1. Review the seeded chart before adding accounts. Reuse an appropriate existing category instead of creating a near-duplicate.

2. Create or edit non-control accounts as needed. For file setup, use Import, choose a CSV or supported hledger account list, and Preview. Review matched accounts, renames and all proposed actions.

3. Replace the seeded chart is optional: omitted unused accounts can be deactivated, while control accounts and accounts with history stay. Import appears only for a valid preview with changes. Changing the file or option, or a changed chart on the server, requires a fresh preview.

4. After period-end review and backup, set a Closing Date in Settings and save.

Check the result

New postings use the selected account structure; earlier periods receive a modification guard.

If something looks wrong: A chart import does not import balances or journals. If posting reports a missing control account, stop and repair the chart with accounting assistance. If a closed-period error appears, confirm the transaction date rather than moving the closing date automatically.

Opening Balances

Establish an approved starting position when you are not importing the same balances through another route.

Open: Accounting > Opening Balances

Field or control	What to enter or expect
As of Date	The agreed cutoff date for starting balances.
Reference	A recognizable identifier, such as OB-2026.
Asset / Liability / Equity amounts	Enter approved balances. Positive values use the account normal side; negative values reverse it.
Difference	Shows the debit/credit difference across the amounts entered.
Auto-balance to	An optional equity offset. Use only with approval; it does not explain or fix an incorrect source balance.

What to do

1. Confirm the chart exists and that migration or bank setup has not already posted these balances.

2. Enter the cutoff, reference and approved amounts. Compare every figure with the old system reports.

3. Resolve the difference or select the approved equity offset, then click Post Opening Balances once. Review the resulting Balance Sheet and Trial Balance.

Check the result

A journal establishes opening ledger balances. It does not create individual unpaid invoices, bills or stock histories.

If something looks wrong: If the chart is not ready, set it up first. If you posted twice, do not add a third balancing entry blindly; identify the duplicate journal and arrange a controlled correction.

Customers and donor records

Create the party who receives invoices, pays you or makes a contribution.

Open: Customers (Donors in Nonprofit mode)

Field or control	What to enter or expect
Name / Company	Name identifies the record; Company is an additional organization detail.
Email / phones / Website	Use accurate contact details. Email is needed for document delivery.
Billing and shipping addresses	Keep invoice and delivery destinations distinct when necessary.
Terms / Credit Limit / Tax ID	Terms affect due dates; credit limit and identification support account management, not automatic credit approval.
Nonprofit fields	Customer type, Salutation and year-end statement preference support donor communication.

What to do

1. Select + New Customer. Enter Name and the relevant contact, address and terms fields.

2. Review duplicate warnings and tax-related details before Create Customer. Edit updates an existing record instead of creating a second one.

3. Open the customer detail to inspect its balance, recent invoices, payments and credits. View opens the selected record; available credits include remaining credit memos and unapplied payments. Individual documents retain their own currency, while the customer balance is in company home currency.

4. Use New Invoice, Receive Payment or New Job from the detail. Internal notes save when you leave the field; check the save status before closing. Read-only users cannot change notes.

Check the result

The customer becomes available on sales forms. Nonprofit vocabulary changes the label, not the need for accurate records.

If something looks wrong: If a customer does not receive email, check the email address and SMTP setup. Do not create a second customer to correct a spelling or address error; use Edit.

Other Contacts

Keep independent people or organizations that are not customers, vendors or employees.

Open: Settings & Data > Other Contacts

Field or control	What to enter or expect
Name / Company / Primary Contact	Use the identity appropriate for the contact; duplicate names remain separate records.
Email / Phone / Mobile / Alternate / Fax / Website	Enter current contact details. Recognizable North American numbers may be formatted; extensions and unrecognized or international text are preserved.
Address / Notes	Address is retained on the directory record. Private notes remain in the directory and are not included in contact reports.
Active / Inactive / All	Deactivation retains the record and history; reactivate it when appropriate.
Other Contact List / Other Phone List	Current directory snapshots. The phone report omits email and address; neither report includes private notes or financial activity.

What to do

1. Open Settings & Data > Other Contacts and choose + New Other Contact. Enter the independent contact details and save.

2. Use Edit to correct details. Use the activity control to deactivate or reactivate; do not create a duplicate just to change status.

3. Open Other Contact List or Other Phone List from Reports when you need a current directory output. Check identity and activity filters before exporting.

Check the result

Other Contacts are separate records, not an automatic combination of customer, vendor and employee directories.

If something looks wrong: This directory does not create financial payees, balances or transactions, and it does not automatically convert records to another contact type. Access to Other Contacts and its reports is permission-controlled.

Phone and money entry fields

Use the phone formatting and optional cents-first setting when they suit your entry workflow.

Open: Customer, vendor and transaction forms

Field or control	What to enter or expect
Phone / Mobile / Fax	Recognizable North American numbers may display with separators while typing. Extensions and values that do not match the supported pattern are preserved.
Optional amount	A blank optional amount remains blank; it is not automatically entered as zero.
Cents-first money entry	Turn on Settings > Company > Money Entry > Cents-first money entry to type digits as cents in standard amount fields (for example, 1234 displays as 12.34). Leave the option off to enter dollars and decimals manually.
Precision and constraints	Unit prices and exchange rates keep their existing precision. Amount limits and saved values remain authoritative; pasted values with invalid grouping or more than two decimal places are rejected, not rounded.

What to do

1. Enter a phone number normally. Review the result, especially if it includes an extension or international format.

2. For cents-first entry, first enable Settings > Company > Money Entry > Cents-first money entry. Then type the digits from left to right as cents in standard amount fields (for example, 1234 displays as 12.34). Leave the option off to enter dollars and decimals manually.

3. Leave optional amount fields empty when no value is recorded. Check any validation message before saving.

Check the result

The display helps with entry but does not change accounting precision, sign, required/optional status or server validation.

If something looks wrong: International and unusual telephone formats are not rewritten when they cannot be safely recognized. Do not enter a made-up zero merely to complete an optional field.

To Do company tasks

Record shared company follow-ups with their due date, priority and business context.

Open: To Do (below Dashboard) / Reports > To Do Notes

Field or control	What to enter or expect
Type / Priority / Description	Choose Call, Fax, E-mail, Meeting, Appointment or Task; set High, Medium or Low and enter a clear description.
Due Date / optional Due Time	A due date is required. Optional time is company-local appointment information.
With	Link to a customer/job or vendor when useful. This is a business association, not an assignee.
Done / Active	Completion and activity are separate states. Reopening a task does not automatically reactivate it.
History	Review retained revisions and actors where permitted.
To Do Notes report	Defaults to active completed and unfinished tasks; filters can include inactive, all, completed or unfinished records and due dates.

What to do

1. Choose New To Do and enter a required due date, type, priority and description. Add an allowed customer/job or vendor association only when it is relevant.

2. Use the Done checkbox in the list to complete or reopen a task quickly. Choose Edit to change details or review the separate Active/Inactive setting; inspect History when reviewing a correction.

3. Use To Do Notes to filter by due date, type, priority, state or permitted association. Save a view or export only if you have the required task permissions.

Check the result

Tasks are company business records with retained history. The report includes only tasks permitted by your task and linked-source access.

If something looks wrong: To Do is not email sending, calendar synchronization, an employee assignment queue or an HR onboarding checklist. It does not create accounting entries.

Sales Representatives

Maintain representative records and review sales with the saved representative attribution.

Open: Customers & Sales > Sales Reps / Reports > Sales by Rep

Field or control	What to enter or expect
Linked Person / Kind	A representative can link to a supported employee, vendor or Other Contact. The directory label is maintained separately.
Customer default	A customer default applies prospectively when a new sale omits a representative.
Unassigned	An explicit Unassigned value is retained; missing historical assignments are not reconstructed from today's customer default.
Sales by Rep Summary / Detail	Summary groups signed pretax sales by representative. Detail shows source sales lines, credits and a running signed sales balance.
Accrual basis / date range	Sales by Rep is accrual-only with inclusive dates; it is not a commission or payroll calculation.

What to do

1. Create a representative from the Sales Reps directory and link the correct identity.

2. If appropriate, set a customer's prospective default. Review the representative shown on each new or edited sales document before saving.

3. Run Sales by Rep Summary or Detail for the intended inclusive dates and filters. Use Print, PDF or CSV where authorized.

Check the result

The saved assignment on each sales record drives the report. Changing a customer default does not rewrite earlier sales.

If something looks wrong: Sales by Rep is an accrual report of recorded attribution and pretax sales. It does not calculate commissions.

Vehicles & Mileage

Maintain vehicle and rate records, record manual business trips and review eligible invoice billing.

Open: Accounting > Vehicles & Mileage (Trips / Vehicles / Expense Rates)

Field or control	What to enter or expect
Vehicles / Active	Record identifying vehicle details. Inactive vehicles remain in historical trips.
Mileage Expense Rate	Use the reviewed dated rate for informational trip expense values; missing rates are identified, not guessed.
Trip miles / dates / purpose	Enter positive miles, purpose and ordered start/end dates. Optional paired odometers must agree with the entered distance.
Customer / Job / Billable	Link the customer and optional customer job where appropriate. A billable trip can be selected for an invoice using Bill Mileage.
Mileage by Vehicle / Job	Summary and detail reports show retained trip, rate, quote and current invoice information under their defined scopes.

What to do

1. On Vehicles, add the vehicle. On Expense Rates, enter the applicable dated rate. Record each actual trip manually on Trips with its miles, dates and business purpose.

2. On Trips, choose Bill Mileage. In Invoice Outstanding Mileage, select one customer, currency, trip end-date range and invoice date; select the trips, review the amounts, then choose Create Invoice from Selected Trips. The new invoice is saved and opens in the invoice editor next.

3. Use Mileage by Vehicle or Mileage by Job Summary/Detail to review trip records and exports. Correct or release a billed trip only through its explicit guarded workflow.

Check the result

Billing links a retained trip to an invoice line and keeps its source history. A trip does not independently create an expense posting.

If something looks wrong: Mileage is manual recordkeeping, not GPS or automatic trip capture. Mileage reports summarize recorded trips and billing; they do not calculate reimbursements, post expenses or file taxes. Invoice voids retain mileage billing history until a deliberate release.

Jobs and job budgets

Track a specific project under a customer, with budget and actual activity.

Open: Customers & Sales > Jobs

Field or control	What to enter or expect
Customer / Job name / Job #	Choose the customer and identify the project consistently.
Status / Job type / Active	Describe the project stage and whether it remains available for ongoing use.
Contract amount / dates	Record agreed value, start, projected end and actual end. Contract value is not a received payment.
Site address / Description / Notes	Separate the work location and scope from customer billing details.
Budget / JTD	Enter budget detail or load estimate lines where available. JTD means job-to-date.

What to do

1. Choose + New Job, complete the identity and project fields, then Create Job.

2. Tag the job on related invoices, bills, expenses and time entries. Open the job detail to review its activity tabs.

3. Enter and Save Budget, or load appropriate estimate lines as budget. Compare Job Budget vs Actual and Job Profitability. Job Budget vs Actual compares current revised budgets with posted costs in your selected dates. Purchase-order values appear separately; they are not added to costs or treated as remaining amounts owed.

Check the result

Tagged transactions can be analyzed for that job. An untagged transaction can be correct in the ledger but absent from the job report.

If something looks wrong: If actual costs are missing, check job assignments and whether time was posted to the job. Do not post the same time/cost twice merely because the report uses a different date range.

Invoices: enter and review

Use an invoice for a sale the customer owes you. Use Sales Receipts for a sale paid immediately.

Open: Invoices > + New Invoice

Field or control	What to enter or expect
Customer / Job / Class	Select the correct customer and optional tracking categories.
Date / Due Date / Terms	Date records the sale; Due Date is the payment deadline. Review the calculated due date.
Item / Description / Qty / Rate	Choose the item or describe the work. Quantity multiplied by rate forms each line amount.
Tax flag / Tax Rate (%)	Tax flags determine taxable lines; the document rate supplies the percentage.
PO # / Notes	Customer purchase-order reference and useful document notes; do not put private credentials here.

What to do

1. Choose the customer first so defaults populate. Add line items and review each quantity, rate and tax flag.

2. Check subtotal, tax and total; save the invoice. Open View and verify the amount and remaining balance.

3. Use Save PDF or Print to deliver a copy. Email needs SMTP. Mark Sent records delivery status; it does not collect payment.

Check the result

The invoice appears in the list and contributes to the customer balance. A partial or full payment changes its balance/status when applied.

If something looks wrong: If the total is wrong, review line quantities, rates and tax flags before recording payment. If a paid invoice needs correction, review its linked payments and the credit/void workflow instead of simply replacing its amount.

Invoice actions and Quick Entry

Use existing document actions for delivery, attachments and correction; use Quick Entry for a backlog.

Open: Invoices > View / top bar > Quick Entry

Field or control	What to enter or expect
View / Edit	View shows totals and balance; Edit changes permitted document fields.
Attachments / Upload	Keep supporting documents with the invoice. An attachment is not a ledger entry.
Save PDF / Print / Email	Produce or send a customer document. Email requires valid SMTP settings.
Duplicate / Void	Where offered, Duplicate starts another document; review its dates/numbers. Void reverses the original financial posting.
Save & Next	Quick Entry saves the current invoice and prepares the next. Ctrl+Enter is its save-and-next shortcut.

What to do

1. Open the intended invoice by number/customer and inspect View before taking an action.

2. For a paper backlog, use Quick Entry and verify one completed entry before continuing the batch.

3. After each save, check the running log or invoice list. Record payments separately only when actually received.

Check the result

Saved invoices retain their supporting history. Check each source document during Quick Entry.

If something looks wrong: If you are unsure whether a save succeeded, search for that invoice before clicking again. A timeout can leave a successfully saved record; repeated clicks risk duplicates.

Sales Receipts

Record a sale and its payment together when the customer pays at the time of sale.

Open: Sales Receipts > new receipt

Field or control	What to enter or expect
Customer / Date	Select the identified buyer, or leave Walk-in Customer selected for an anonymous counter sale. Nonprofit receipts offer Anonymous Donor. Record the actual sale date.
Payment method / Deposit To	How payment was received and the bank or holding account where it belongs.
Items / quantities / rates	The sale detail, just as on an invoice.
Tax / notes / tracking	Check taxable lines and any job/class fields. Nonprofit donations may show additional acknowledgment fields.
Scan Receipt	Optional OCR assistance for an image or PDF; review every extracted value.

What to do

1. Create a receipt, choose the customer or walk-in option and actual payment destination, and complete line detail. Save a quick-added customer before recording the receipt.

2. Confirm the positive total equals the actual payment. Save once and review the resulting receipt.

3. When the bank line arrives, match it to the recorded payment/deposit instead of adding a second sale.

Check the result

The app records a paid sale with its associated payment. You do not also enter an invoice and another payment for the same event.

If something looks wrong: If payment is not yet received, use an invoice instead. Walk-in receipts share a saved company-local customer identity; they do not create a new customer for each sale. If that identity needs review, select the intended active customer explicitly. Use an identified donor when an individual acknowledgment is required. If several receipts are deposited together, use the Undeposited Funds/deposit workflow so the bank sees the same grouped amount.

Estimates

Prepare a quote without treating it as a completed sale.

Open: Estimates > + New Estimate

Field or control	What to enter or expect
Customer / Date	The party receiving the quote and issue date.
Expiration Date	The date after which you intend to revisit the quote.
Tax Rate / line items	Describe quantity, price and tax assumptions clearly.
Notes	Scope, exclusions and customer-facing context.

What to do

1. Choose + New Estimate, fill in the customer, dates and lines, then Create Estimate.

2. Use View, Save PDF or Print to review and provide the quote. Edit when permitted to update the proposal.

3. Once approved, choose Convert or Convert to Invoice. Open the resulting invoice and confirm dates, terms, tax and line detail.

Check the result

Conversion creates an invoice from the estimate. The estimate shows converted status rather than remaining available for another conversion.

If something looks wrong: Do not manually create an invoice and also convert the estimate for the same sale. If a quote changes after conversion, review the invoice itself rather than assuming estimate edits will update it.

Payments and Batch Payments

Record money received once, then allocate it to open customer invoices. Any unapplied amount remains available as customer credit. Applying that credit later does not record new cash or initiate a bank transfer.

Open: Payments / Batch Payments

Field or control	What to enter or expect
Customer / Date / Amount received	Whose payment it is, when received and the actual amount received.
Method / Check # / Reference	Identify the real payment source for later matching.
Deposit To	Select the bank account if depositing directly, or explicitly choose Undeposited Funds (the default) when receipts will be grouped into a later deposit.
Currency	Payments start in the company home currency. Open Currency only when the receipt uses another currency; enter a positive exchange rate when required. Only invoices in the selected currency can be allocated.
Invoice allocations / live summary	Apply amounts within each invoice balance, using cents. The live summary shows payment received, applied and available credit; any remainder stays as customer credit.
Payment details	View shows the deposit destination, received/applied/available amounts, links to allocated invoices and a Receipt journal link when a posting exists.
Batch fields	Payment Date, Deposit To, Method and Reference apply to the batch. Select All selects rows, not proof they were paid.

What to do

1. Choose + Record Payment, select the customer, enter the actual receipt details and choose Deposit To. Leave the company currency unless the payment was received in another currency; if so, enter the required exchange rate.

2. Select the intended open invoices and enter allocations. Check the live summary for the applied total and any available credit, then choose Record Payment once. Review the saved payment and invoice balances.

3. To use an existing remainder later, open that payment and choose Apply Credit. Select same-currency invoices, review the application summary and submit. For several new receipts, use Batch Payments and inspect each selected amount before Apply Batch Payment.

4. Use View on an existing payment to inspect invoice and receipt-journal links. Use Void Payment only for an actual correction, then review affected invoice balances.

Check the result

Full allocations close invoices; partial allocations reduce their balances. Unapplied money stays available as customer credit and can be applied later without another cash receipt.

If something looks wrong: If the right invoice is not listed, confirm the customer, currency and outstanding balance. Do not create a new sale to represent a payment. If a save or credit-application result is uncertain, review payment history, payment details, invoice balances and the linked journal before retrying; do not enter a second receipt until the first result is understood. A printed check or payment record is not proof funds were transferred.

Recurring Invoices and Credit Memos

Recurring templates generate repeated invoices; customer credits reduce amounts owed. These are different workflows.

Open: Recurring Invoices / Credit Memos

Field or control	What to enter or expect
Frequency / Start / End	Choose weekly, monthly, quarterly or yearly billing and the intended schedule.
Customer / Terms / Tax / Lines	Defaults for invoices generated from the recurring template.
Credit customer / Date / Lines	Identify who receives the credit and what is being credited, including any applicable tax.
Apply / Apply Credit	Allocates an issued credit to the intended open invoice.

What to do

1. For recurring billing, open Recurring Invoices and choose + New Recurring. Choose the customer and frequency, enter the dates and line items, and select Create. Use Generate Due Now when appropriate and check which invoices were created before repeating.

2. For a credit, choose + New Credit Memo, complete the customer/date/lines and check the tax rate against the original sale. Choose Record Credit Memo or Record & preview. Descriptions start compact and can be expanded. A zero-total memo asks for explicit confirmation; cancel and correct quantities or rates unless zero is deliberate. Confirming zero records no usable customer credit.

3. Print preview stays in Local Books and offers Print, Save PDF, Back to credit memo and Close. The document shows total credit, credit applied and credit remaining.

4. Choose Apply, enter allocations to the intended open invoices in the same currency, and Apply Credit. Review the updated balances. Use Void only to reverse an incorrect credit; this also restores its applied amounts to the affected invoices. If a save or application result cannot be confirmed, review the saved credit and current balances before trying again.

Check the result

A template is separate from its generated invoices. An issued credit can remain available until applied.

If something looks wrong: Do not assume recurring invoices generate while the desktop app is closed, or that creating a credit refunds cash through a processor. Check existing generated invoices before retrying a batch.

Vendors

Set up suppliers before entering bills, expenses and vendor credits.

Open: Vendors > + New Vendor

Field or control	What to enter or expect
Name / Company / Contacts	Use a consistent supplier identity and current contact details.
Address / Terms	Mailing details and the usual payment terms.
Default Expense Account	The usual category, not a rule that every purchase must use it.
Tax ID / Account #	Tax identification and your account/reference with that supplier; handle sensitive information carefully.
1099 Vendor / 1099 Type	Reporting classifications for review with your tax professional, not an automatic determination of filing obligations.

What to do

1. Choose + New Vendor. Enter the identity, terms and appropriate default category.

2. Review tax/1099 settings and duplicate warnings, then Create Vendor.

3. Select the vendor name to review its balance, bills, payments and remaining vendor credits. The record links open the selected document or payment. Individual documents retain their own currency, while the vendor balance is in company home currency.

4. Use Edit to maintain the same vendor record as details change. Internal notes save when you leave the field; check the save status before closing. Read-only users cannot change notes.

Check the result

The supplier appears in vendor selections, and its default expense category can help bill entry.

If something looks wrong: If a bill posts to the wrong category, correct the relevant document using the permitted workflow; changing the vendor default alone does not reclassify past purchases.

Purchase Orders

Record an intended purchase before the bill arrives. A purchase order is not itself an expense posting.

Open: Purchase Orders > + New PO

Field or control	What to enter or expect
Vendor / Date	Who you are ordering from and when.
Expected Date / Ship to	Expected delivery date and delivery address, separate from a bill due date.
Supplier tax / Order lines	Items, base-unit quantities, costs and expected supplier tax. Descriptions start compact and can be expanded vertically; Add Line and Remove line control the order detail.
Currency & tracking	Expand for currency, exchange rate and job tracking. Existing cost codes and alternate-unit quantities remain available.
Notes to vendor	Delivery, scope or authorization details printed on the order.

What to do

1. Review the vendor, delivery information, items, quantities and totals, then choose Create PO or Save & preview.

2. Print preview stays inside Local Books. Back to purchase order returns to the saved order; Print opens the print dialog, Save PDF downloads the document, and Close dismisses the preview. Long orders continue onto additional pages.

3. Use Edit when details change. Orders with receipt history preserve their original quantities and amounts; only permitted delivery details and notes remain editable. Keep the vendor confirmation and supporting paperwork.

4. When the bill arrives, choose To Bill for the remaining open quantities and review the resulting bill before recording its payment. Previously received quantities are not received again.

Check the result

Conversion records a linked unpaid bill, its accounting entry and applicable inventory receipt for the remaining open quantities. Creating or previewing a PO alone does not post an expense or receive inventory.

If something looks wrong: If the actual bill differs, review and correct the bill workflow rather than posting another expense for the difference without explanation. Avoid entering a separate bill and also converting the same PO.

Bills and Pay Bills

Record an unpaid supplier invoice, then settle it separately when paid.

Open: Bills > + Enter Bill / Pay Bills

Field or control	What to enter or expect
Vendor / Bill Number	Select the supplier and its invoice reference.
Date / Terms	Record the bill date and due-date terms.
Line item / account / amount	Review purchase lines and their expense or inventory category. Expand Tracking & billing for optional cost code, class/function or job. Split allocations only under a deliberate policy.
Currency & tracking	Expand the document options for currency, exchange rate, class and job.
Pay From / Date / Method / Check #	Choose one vendor and bill currency, the active bank or card account, payment date, method and reference.
Selected bills / amounts	Enter amounts being paid; partial amounts leave a balance. Credits are shown but not deducted automatically. Apply them in Vendor Credits first, then reopen Pay Bills.

What to do

1. Use Date range to filter by bill date. Search loaded rows (choose Show all first if needed); Status filters unpaid, partial, paid or void. Reset dates to clear the range.

2. Enter vendor, date, terms and lines; choose Save Bill or Save & preview. The preview is the saved document. View shows details, payment history and attachments; attach or verify the source bill there.

3. For supported posted bills, choose Edit and Update Bill. The total cannot be reduced below applied payments or credits; vendor and currency cannot change while amounts are applied.

4. In Pay Bills, choose one vendor and currency, the actual payment account, date, method and reference. Enter each bill amount and review the payment and remaining balances.

5. Choose Record Payment, then review its saved allocations and journal entry. Match the outgoing bank line to this payment. Voided payments remain in retained history.

Check the result

The bill raises payables; its payment reduces payables and the selected bank account.

If something looks wrong: Do not duplicate a bill/payment as an Expense. Reconciled entries, unverified imported entries, or used/returned stock may block edits. Respect closed dates and request review before making corrections.

Vendor Credits

Record a supplier return, price correction or other credit and apply it to bills.

Open: Vendor Credits > + New Vendor Credit

Field or control	What to enter or expect
Vendor / Date	The supplier granting the credit and its date.
Their credit note #	The supplier document number for future matching.
Tax / Lines / Notes	What was credited, its accounting category and any tax treatment.
Applications	Review each active allocation by bill, date and amount; credits can be applied to more than one bill.
Void	Reverses the credit and restores its applied amounts to the affected bills; returned stock is restored as applicable.

What to do

1. Use the date controls to narrow the credit list by credit date. Search the loaded list by its visible text, such as vendor or reference; load all rows first when the target may not be in the initial list. Reset the date range to see credits from other dates. Check the displayed status on each row.

2. Choose + New Vendor Credit and complete vendor, date, reference and credited lines.

3. Choose Create Vendor Credit. Open View to review the saved detail and remaining credit.

4. Select Apply, allocate it to the appropriate bills, and choose Apply Credit. Review the updated bill balances and the credit’s application details.

5. Use Void only to reverse an incorrect credit. Reopen affected bills to confirm their balances were restored; a voided credit marks its applications reversed.

Check the result

Issuing the credit adjusts payables and the relevant expense/inventory side; applying uses that credit against bills.

If something looks wrong: Do not also enter a negative expense for the same credit. A vendor cash refund may require a different accounting treatment; do not force it into a bill allocation that did not occur.

Expenses and card charges

Use for purchases already paid. An unpaid supplier amount belongs in Bills instead.

Open: Expenses > + Enter Expense / CC Charges > + Enter Charge

Field or control	What to enter or expect
Vendor / Payee / Date	Identify the actual recipient and payment date.
Expense Account	The category describing what was bought.
Paid From / Card	The bank or card account actually used.
Amount / Reference / Memo	The paid total and source-document information.
Job / Cost Code / Billable	Optional project attribution. Billable marks a cost intended for customer billing; it is not payment received.

What to do

1. Use the date controls to narrow the expense list by posting date. Search the loaded list by visible text, such as payee or reference; load all rows first when the target may not be in the initial list. Reset the date range to see expenses from other dates.

2. Choose Enter Expense or Enter Charge as appropriate. Complete date, amount, category and bank/card selection.

3. Save Expense or Save Charge once. Open View where available and retain the supporting receipt.

4. When the statement line arrives, match it to this existing expense. If you instead add a qualifying bank-feed line as an expense, it creates the posted expense and appears in this list; do not enter it again. Pay a card later with a transfer from checking to the card.

Check the result

The purchase posts to its category and selected financial account; a later card payment reduces the liability.

If something looks wrong: If the financial account is missing, check its Bank/Credit card kind. Use Void for an erroneous unreconciled posting where offered; do not duplicate a bill payment as an expense.

Receipt scanning and attachments

Use local OCR to speed entry, then review the result before it reaches the books.

Open: Scan Receipt on supported forms / document attachments

Field or control	What to enter or expect
Image or PDF	Use a clear, upright, readable receipt; poor contrast and multiple receipts can produce misleading results.
Suggested date / merchant / total	Extracted suggestions, not verified facts. OCR does not guarantee complete line-by-line itemization.
Tax / category / vendor	Review tax treatment and choose the correct account and existing vendor yourself.
Attachments	Supporting files are stored separately from the database snapshot.

What to do

1. Open the relevant receipt/bill/expense form and choose Scan Receipt when available. Select the source file.

2. Compare suggested values with the document, correct mistakes, and fill any missing fields before saving.

3. Open the saved document to verify totals and the attachment. Include uploads in a full recovery backup.

Check the result

The saved document uses your reviewed values, with the receipt as supporting evidence where the scan workflow attaches it.

If something looks wrong: If scanning is unavailable, check Receipt Scanning status in Settings. Native Linux may require OCR tools. Entering the record manually remains possible; do not use an AI guess as a substitute for a readable source.

Items, services and stock adjustments

Maintain sale/purchase defaults and, for stock items, inventory movements.

Open: Items & Services

Field or control	What to enter or expect
Name / Type / Description	Identify the product, service, material or labor item.
Rate / Cost / Accounts	Rate is sell price. Review income, expense and inventory asset accounts as applicable.
Track inventory / Quantity on Hand	Enable stock handling intentionally; review opening quantity and value before using the item.
Reorder Point / Avg Cost	Reorder Point flags low stock. Avg Cost is computed from stock movements.
Adjust > Mode / Quantity / Unit cost / Memo	Choose the displayed adjustment mode carefully: an added quantity is not the same as a target quantity.

What to do

1. Choose + New Item and complete identity, pricing, tax and account fields, then Create Item.

2. For stock corrections, select Adjust on the item, choose the intended mode, supply the reviewed quantity/cost and a reason, then Post Adjustment.

3. Select History to inspect movements and compare resulting stock with your physical count.

Check the result

Stock movements change inventory quantity/value and related accounting. A sales-rate change alone does not revalue stock.

If something looks wrong: If quantity looks wrong, review History before posting another adjustment. An imported item list does not establish all historical inventory movements or resolve incorrect starting valuation.

Job Costs and cost allocation

Record or allocate costs to projects with explicit accounting offsets.

Open: Job Costs

Field or control	What to enter or expect
Job / Date / Memo	The project and posting date plus the reason for the cost.
Cost Code / Cost Type	Consistent job-cost classifications configured in Settings.
Lines / accounts / amounts	Review both the cost and its offset. A job tag does not replace balanced accounting.
Allocate a Cost > Spread by / Period	Choose the allocation basis and the period used for hours, revenue or costs.
Selected jobs / Cost account / Offset account	Recipients and account treatment for the allocated amount.

What to do

1. For a direct entry, choose + Job Cost Entry, select job/date, fill the lines and Post Job Cost.

2. For a shared amount, choose Allocate a Cost, enter the amount, basis, dates, accounts and target jobs, then Allocate.

3. Review job totals and ledger results. Use job detail time-posting actions only for time not already posted.

Check the result

Costs appear under the intended jobs and in the accounts defined by the entry or allocation.

If something looks wrong: Do not allocate the same already-tagged cost a second time. If a source expense exists, confirm whether the entry is a reclassification or a new cost before selecting the offset account.

Bank setup, register and transfers

Link statement identities to ledger accounts and review their postings.

Open: Bank Accounts

Field or control	What to enter or expect
Ledger account	Choose the actual bank/card ledger account, or create the appropriate one.
Edit account	Changes only Feed / statement name, Bank name and Last 4 digits; ledger shown for reference.
Manage accounts	Active/inactive feeds with Edit account and Deactivate feed / Reactivate feed.
Statement balance / As of	Actual cash balance or card debt on that date. Equal ledger balance posts nothing; a difference needs explicit opening-adjustment confirmation.
+ Entry > Amount / Category	Signed amount and offset category. Bank/card categories represent transfers.
Transfer > From / To / Amount	Transfer between your own financial accounts; check both destinations.

What to do

1. Choose + New Bank Account; link the correct ledger and enter statement balance/date. An equal ledger balance creates no duplicate opening entry.

2. Investigate any difference. Confirm only the displayed difference, not the full balance. If the ledger changes, review/confirm the refreshed figures; prior consent cannot authorize a changed adjustment.

3. Choose Edit account in Manage accounts/register, change labels, then Save changes. Rename the ledger through Chart of Accounts.

4. Confirm Deactivate feed / Reactivate feed in Manage accounts. History, balances and SimpleFIN mappings remain. Reactivate an inactive ledger in Chart of Accounts first.

5. Inspect register dates, payees, sources, running balance and cleared/reconciled marks. Use + Entry only for unrecorded activity, or Transfer; save and verify both sides.

Check the result

Label edits leave ledger entries/balances unchanged. Inactive feeds skip sync; register balances come from ledger postings.

If something looks wrong: For bank accounts, positive is incoming and negative is outgoing. On cards, negative charges increase debt and positive payments reduce it. A card payoff is a transfer, not another expense.

Bank imports, review and Bank Rules

Review bank evidence and match it to existing books before creating anything new.

Open: Bank Accounts > account > Import file / Bank Rules

Field or control	What to enter or expect
Import file / Preview Import	Supported OFX/QFX and named bank CSV layouts; preview account, dates and amounts.
Add / Match / Exclude	Add posts a new entry; Match links to an existing one; Exclude removes an irrelevant review line.
Find matches / Add all categorised	Recheck possible matches, or post all categorized lines after review.
Rule Name / Payee Pattern / Match Type	Define which payee text should receive the suggested category.
Category / Priority / Active	Set the suggestion, rule order and whether the rule participates.

What to do

1. Import a file into the correct account and inspect the preview before Import Transactions.

2. Review each unmatched line. Choose Match if already recorded; Add only when genuinely new and properly categorized.

3. Create Bank Rules for recurring patterns, then Apply Rules Now when needed. Check suggestions before any bulk Add.

Check the result

Matched lines clear existing postings. Added lines create new postings. Rules suggest categories but do not independently post.

If something looks wrong: Deduplication is not a guarantee across different feeds/export layouts. If an import appears to repeat transactions, stop and inspect the ledger and review queue before bulk actions.

SimpleFIN connection and mapping

Retrieve posted bank transactions with a separately configured SimpleFIN Bridge account.

Open: Bank Accounts > Bank Feeds (SimpleFIN)

Field or control	What to enter or expect
SimpleFIN setup token	A one-time token obtained from Bridge; not your bank password or an AI API key.
Account mapping / Save mapping	Select each destination, then save without fetching transactions. Each Local Books feed can receive one Bridge account.
Sync Now / Fetch older history	Sync current posted transactions, or choose 3, 6, 12 or 24 months and fetch available older history for active mapped feeds.
Disconnect	Removes the connection, mappings and cache; imported ledger transactions remain.

What to do

1. Visit bridge.simplefin.org, sign in or create an account, and link the supported financial institution there.

2. Generate a fresh setup token and enter it in Connect. Select the correct destinations, then Save mapping. To clear a saved mapping, choose not imported and Save mapping.

3. Use Sync Now when ready, then complete bank review. Inactive feeds retain their mapping but are skipped. Reactivate through Manage accounts to resume imports.

Check the result

Posted transactions enter bank review. Ordinary sync requests 85 days initially and overlaps later syncs by 7 days. Fetch older history retrieves the selected period in smaller requests; service limits still apply. Compare statements and import any remaining gaps from bank files. Match already-booked payments and payouts; do not Add them as new income.

If something looks wrong: Reauthorize the bank on Bridge if requested. A consumed setup token cannot be reused. Pending transactions wait until posted. Never paste bank credentials into notes or send a token with a support screenshot.

Deposits and reconciliation

Group receipts to match actual deposits, then verify the account against its statement.

Open: Make Deposits / Bank Accounts > Reconcile

Field or control	What to enter or expect
Deposit To / Date / Reference	Bank receiving the grouped money and the actual deposit date.
Pending payments	Select only receipts included in that bank deposit.
Deposit History / View deposit	Review recorded or voided deposits, exact retained receipt allocations and the original journal. An older deposit without allocation evidence displays a review warning; the app does not guess its receipts.
Statement Date / Ending Balance	Use the bank statement values; for a card use the amount owed. The statement date must follow the last completed reconciliation.
Cleared items / Difference	Tick only items appearing on that statement and investigate the remaining difference.
Later / Abandon / Finish Reconciliation	Later leaves review for later; Abandon drops the session while keeping ticks; Finish requires zero difference.
Reconciliation History / Report / Save PDF	Reopen the completed statement reconciliation and retain its report.

What to do

1. In Make Deposits, select the correct pending receipts, destination and date; verify the grouped total and Make Deposit. Keep separate bank deposits separate even when several receipts form each deposit.

2. Open Reconcile for the account, enter statement date/balance and Begin Reconciliation.

3. Compare every cleared item. Finish only when the difference is zero for the right reasons; retain the statement.

4. In the account register, choose Reconciliation History. For a completed statement, use Report to review or Save PDF to retain the reconciliation. An in-progress statement offers Continue.

Check the result

Receipts move out of Undeposited Funds into the bank. Completed reconciliation locks included ledger lines.

If something looks wrong: If no pending payments appear, they may have been deposited directly or already grouped. If a difference remains, inspect duplicates, fees, dates and beginning balance; do not insert an unexplained balancing entry.

Fixed Assets

Maintain long-lived assets and approved depreciation/disposal records.

Open: Fixed Assets

Field or control	What to enter or expect
Asset Type	Reusable depreciation method/life/rate and fixed-asset, accumulated-depreciation and expense accounts.
Name / Purchase Date / Purchase Price	Identify the asset and its recorded acquisition cost.
Salvage Value / Description	Approved residual value and identifying detail.
Run Depreciation > Depreciate through	The ending date of the depreciation run, not a new purchase date.
Dispose > Date / Proceeds / Deposit Proceeds To	When the asset leaves service and where sale proceeds were received.

What to do

1. Create the approved Asset Type if needed, then Register Asset with purchase and salvage details.

2. Confirm how the asset acquisition is reflected in the ledger before running depreciation; do not duplicate an existing purchase posting.

3. Run Depreciation through the reviewed date. For disposal, enter actual proceeds/destination and inspect the reconciliation report.

Check the result

The asset register supplies supporting depreciation and disposal information for comparison with the general ledger.

If something looks wrong: The app method is not automatically the required tax depreciation method. Have life, method, prior depreciation and book-versus-tax treatment reviewed before posting.

Journal Entries and Budgets

Use journals for deliberate accounting adjustments and budgets for planned-versus-actual comparisons.

Open: Journal Entries / Budgets

Field or control	What to enter or expect
Journal Date / Reference / Description	When and why the adjustment belongs in the books.
Account / Debit / Credit	Each line has an account and amount on the intended side. Total debits must equal credits.
+ Add Line / tracking fields	Add the remaining accounting sides and job/class information where needed.
Budget year / monthly amounts	Choose the intended year and enter planned amounts in the relevant monthly/account cells.
Save All / View Variance	Save budget edits before reviewing differences from actual activity.

What to do

1. For a journal, obtain the approved debit/credit instructions, enter date/reference/description and lines, then Create Entry.

2. Inspect View and the affected account reports. Do not journal the same invoice or bill that has already posted automatically.

3. For a budget, choose the year, enter planned amounts, Save All and View Variance. Budget Overview and Budget vs Actual use whole calendar months and posted activity; missing entries are not zero. A partial budget shows its known amount without a full-period comparison. Budget vs Actual Graph compares monthly income, cost of goods sold, expenses or net income; unavailable budgets have no bar, and exact amounts appear below the graph. Profit & Loss Budget Performance compares selected whole months with January-through-end-month results and the full annual budget. Annual budget less YTD actual is a comparison, not a forecast; incomplete annual budgets show no remaining amount.

Check the result

A journal changes the ledger. A budget supplies targets; it does not change cash, create invoices or pay bills.

If something looks wrong: A balanced journal can still use the wrong accounts. If a correction touches a reconciled or closed period, stop for review rather than voiding records indiscriminately.

Reports, statements and exports

Choose the report matching your question and verify its dates before sharing. Employee Time and Costs (Recorded) keeps time, processed paychecks and verified posted job costs in separate date scopes. Open Tax Forms for W-2, W-3, 941, 940, FUTA and payroll worksheets.

Open: Reports

Field or control	What to enter or expect
Search / Favorites / Recent	Find a report by name or purpose. Sample thumbnails use fictional data; open a card to run your company report.
Period presets / Custom dates	Select the reporting range. Some reports use an ending/as-of date instead of a full range.
Customer / class / job selections	Narrow the report to the intended party or segment when offered; many selections refresh automatically.
Report columns / filters	Where offered, choices refresh the report directly. The chosen order or filters are preserved in saved definitions, CSV and PDF. Required identity/date/reconciliation columns remain where needed. Old output is disabled or marked stale while a changed selection reloads.
Print / Save PDF / Save CSV	The printer icon prints the current report. Save PDF keeps a formatted copy; CSV is useful for analysis. Review the company, dates, paper and pages before completing printing.
Add to Saved Reports / Back to report	Save the offered date and comparison settings for reuse. Where shown, Back to report returns from a source document with the report dates and position preserved.
Report families	Alongside financial statements, the library includes balance/aging graphs, Budget vs Actual Graph and Profit & Loss Budget Performance, Cash Flow output, Sales Graph, Estimates by Job, Check Detail, Current Direct Deposit Setup, Employee Pay Adjustments History, Employee Time and Costs, Emergency Contact List and other scoped reports. Find them by name or subject; available filters and permissions vary by report.
Benefit and Deduction Setup	Shows current native benefit-code definitions and the latest-start effective default-rate selection for today. Rates retain exact decimal precision and units; “Not set” is distinct from unavailable. The company currency is context only. Employee/group assignments, overrides, eligibility and paycheck amounts are excluded; complex rules need review in Benefits setup. This is not a historical or imported Desktop payroll-item listing.

Field or control	What to enter or expect
Verified Ledger Reversals	Reviews proven links between original and reversing ledger entries. Select reversal posting dates and an optional type. Expand a pair to inspect its account lines and any separate correction. Exact cancellation is checked by account; duplicate reversals and unlinked entries need review. This is not a complete record of voided or deleted transactions.
1099 Payment Allocation Detail	Owner-only review of payments to vendors currently marked for 1099 reporting. Choose a payment year and optionally a vendor; filters refresh automatically. Cash applied to bills, bill discounts and unallocated cash stay separate. Voided payments are excluded from included totals. Currencies remain separate; this report does not decide tax-form eligibility.
Payroll Liability Account Balances	Choose an as-of date and optionally a payroll liability account. See recorded balances and expand each account’s current mappings. Missing or incorrect mappings are flagged for review. Older account mappings may be excluded, so this report does not establish all payroll taxes owed. Print, PDF and CSV use the selected date and account.
Previous Reconciliation	Choose a completed statement from the list to open its report. Use the printer icon or Save PDF to print or keep a copy.
Check Detail	Lists recorded vendor bill payments made by check for the selected dates, including unnumbered checks, inactive funding accounts and current voids. Choose an optional funding account or vendor. Amounts remain in their recorded currencies; known-currency totals stay separate, and unknown currencies are not included in those totals. A void payment is still listed and identified as void. This is not a complete check register or check history.
Inventory Valuation Detail	Shows current item values and retained movement evidence in movement-number order. It is not historical as of a chosen date; stored dates can mix posting and imported source dates. Missing legacy movement values are not reconstructed. Quantities use current base units and are not added across items; this report does not reconcile inventory to the general ledger.
Financial Statements Pack	Combines supported selected financial statements with shared or individual dates. It does not create a frozen snapshot; review the included statements and dates before sharing.
Sales Tax Review	Shows posted sales-tax control account opening balance, activity and closing balance alongside signed source-document totals in original currency. It is a ledger/document review, not tax preparation, jurisdiction allocation or filing.
Cash Due Schedule	Groups current open invoice and bill balances by original due dates through the selected horizon. It is not a prediction of when cash will arrive or leave.
Retained pre-2020 W-4	Shows saved historical certificate fields in a separate view from current 2020+ employee settings. It does not decide which certificate is currently effective or calculate taxes withheld.

Field or control	What to enter or expect
Adjusting Journal Entries	Lists explicitly classified journal adjustments and their source context. The report does not determine whether an adjustment is appropriate.
Customer Statement	Summarizes customer invoice/payment activity and running balance; it is not a new invoice.

What to do

1. Open the relevant report card: P&L; for results over time, Balance Sheet for position, or A/R/A/P Aging for outstanding balances. Search for Employee Pay Adjustments History and choose Run to open it.

2. Choose the inclusive UTC event-date range, then select an event kind and employee if needed. Read each event and its current run status; unavailable amounts are unknown, not zero.

3. Print with the printer icon, or choose Save PDF or Save CSV to download the full filtered report within its cap. Confirm the company, filters and page content before sharing. Saved filters use the usual Saved Reports controls.

Check the result

Previous Reconciliation is available from Reports. Select a completed statement, then use Print or Save PDF. You can save a shortcut to the selected report in Saved Reports and reopen it later. Report details use the current entries in your books, so later changes can affect what appears. Access depends on your existing reporting and reconciliation permissions; saving a shortcut requires permission to manage saved reports.

Read About this report for its date and calculation rules. Financial expense reports use posted entries; customer income reports use document dates and current paid/balance values. Customer and Vendor Balance reports show dated receivables or payables and separate adjustments. Open Invoices lists positive unpaid amounts; Collections selects overdue invoices. Unpaid Bills Detail lists positive unpaid bill balances. Review separate credits before following up or paying. Sales by Item uses current invoice and sales-credit lines before tax; later document edits can change earlier periods. Quantities stay separate by retained unit, and line/subtotal differences remain visible.

Purchases by Item uses current bill and vendor-credit lines before supplier tax, with tax disclosed separately. It excludes draft bills, direct expenses, card/check purchases and purchase orders; it is not a complete purchases ledger. Purchases by Vendor groups that same billed-purchase scope by supplier and counts each bill or credit once, including documents with missing lines. Open Purchase Orders shows quantities still awaiting receipt now, filtered by order date, with detail and job views. Remaining values are estimates before tax; missing values are disclosed. These reports do not reconstruct past receipt balances or amounts still to be billed.

Inventory Valuation Detail shows current held values and saved inventory movements. The movement sequence uses movement IDs, while stored dates may be runtime posting times or imported source dates. It does not provide a historical as-of valuation. Legacy movements without exact saved value changes or post-balances remain unavailable; the report does not reconstruct them from rounded average cost. Quantities use each item’s current base unit and are not totaled across items. Current valuation and movement checks do not reconcile inventory to the general ledger.

Item Listing shows current item details and activity. Item Price List shows current sales rates, with missing rates distinct from zero and up to five decimal places. These reports omit cost, stock quantities and customer price levels.

Fixed Asset Listing separates registered and disposed assets. Setup-review amounts remain unavailable for book value; disposed amounts stay separate. It does not calculate depreciation or reconcile to ledger accounts.

Unit of Measure reports show current sets, declared base/related units and linked items. Ratios are descriptive, not conversions; malformed definitions remain unavailable.

Time by Name groups recorded hours by worker identity; Time by Item groups them by the linked service item. Same names can be separate records, and missing durations remain unknown. These reports do not calculate pay, billable time or job cost.

Terms Listing shows saved standard and date-driven payment rules, including missing or invalid entries. It does not calculate document due dates or apply discounts; maintain rules from the stored terms settings, not contact labels.

Recurring Invoice Schedule lists current stored customer, frequency, dates, activity and created-count metadata; warnings identify unavailable values. Active status does not guarantee generation, and the listing is not invoice history or a forecast.

Current Stock Status by Item lists recorded stock and reorder points; Negative Inventory lists stock below zero, including inactive items. These are current snapshots, not past balances or stock available to promise. Quantities are kept separate for each item.

Current Inventory Valuation by Item lists saved item values and labels estimates based on quantity and average cost. A separate rounding adjustment explains any difference between the displayed rows and total; this is not a past-date valuation.

Physical Inventory Worksheet prints these quantities with blank spaces for your counts and notes; it does not change stock or save an adjustment.

Payroll Summary groups processed paycheck amounts by pay date, including imported history and inactive employees. Payroll Transaction Detail lists each paycheck with its saved amounts and correction references. Payroll Transactions by Payee groups those paychecks by employee. Payroll Item Detail shows the saved earnings, taxes, deductions, reimbursements and employer benefits separately. Employee Earnings Summary groups saved earning labels by employee for selected pay dates. It separates classified earnings from unallocated gross amounts; missing categories or amounts remain unavailable, and paycheck counts across groups are not additive. It does not total hours or rates. These reports use current corrected records. Payroll access and permission to export sensitive payroll amounts are required.

Employee Pay Adjustments History shows posted payroll reversals and corrections by recorded correction date (UTC). Filter by employee and correction type. Compare the original and replacement gross pay, employee taxes and net pay; missing amounts stay unavailable. Reversals and retractions may have no replacement. Each correction appears separately, so repeated corrections are not added into a grand total. Names, employee activity and payroll statuses reflect the current records. This report covers posted corrections rather than pay-rate changes or draft revisions. Protected payroll access is required; printing and exporting need the corresponding export access.

Current Direct Deposit Setup lists masked bank destinations, saved splits, priority, prenote and activity status. Choose an employee or active employees only. Employees without setup are shown, and inactive

bank accounts remain visible. This is current setup, not payment history or confirmation that a deposit can be made. Sensitive employee view access is required; Print, PDF and CSV also require sensitive employee export access.

Employee Withholding lists saved 2020+ federal Form W-4 settings. Filter by employee ID and current activity. Annual dependent credits, other income and deductions are separate from extra withholding per pay period. A saved exemption date does not confirm a current exemption. Separate pre-2020 certificates, state elections and actual taxes withheld are outside this report. Sensitive employee or payroll-input access is required, with separate permission to print or export.

Employee State Taxes Detail shows recorded state income and unemployment taxes with their respective wage bases for processed paychecks in the selected pay dates. Income tax follows the saved withholding state; unemployment amounts follow the saved work state, which may differ. Filter by employee or state; unknown-state rows remain visible and flagged for review. Missing wage details stay unavailable, and wage bases are not added across states. Paycheck reconciliation includes the full selected paycheck scope. Recorded taxes do not show that a payment was made, and amounts have no assumed currency. Payroll access and sensitive export permission are required; PDF and Print support up to 500 state rows and 500 paychecks.

Customer and Vendor Contact Lists show current names, primary contacts, phone numbers, email and addresses. Phone Lists omit email and address columns. Use Active records only to omit inactive and unknown activity. Print, Save PDF and Save CSV require the matching customer or vendor export permission. These are current directories, not historical snapshots.

Employee Contact List shows recorded employee names, email, job titles, departments and current activity. New Hire List adds hire dates within your selected range; employees without a hire date are excluded. Both include inactive employees unless Active employees only is selected. Phone numbers, home addresses and private payroll details are omitted. Employee view access is needed; printing and exports also need employee export access. New Hire List is not a state filing.

Emergency Contact List shows saved primary and secondary contact names, values and relationships for employees with at least one nonblank contact field. Blank fields remain blank; contact type is not guessed. Active employees only filters current activity. It has no history or as-of date. Custom staff need employee view and sensitive-view access; PDF, CSV and Print also need employee export and sensitive-export access. Saved reports use the same rules; older access is administrator-only.

Retained Audit Trail lists saved event metadata for administrators and bookkeepers: UTC event time, recorded actor, action, table, source, recorded identity and event ID. Choose inclusive UTC event dates and optional recorded actor, table or action filters. Unrecorded actor means no actor name was retained; it does not imply a system action. Events without usable timestamps are counted separately and cannot be placed in the date range. Totals cover all matching retained events; PDF, CSV and Print include unloaded pages. Rerun to include newer events. This report omits before-and-after values, changed-field details, document contents and record links. Coverage varies by workflow and auditing availability; the report is not a complete edit/deletion archive or proof of an immutable log. Closing Date Exception reporting remains deferred until closing-date change history and transaction edit evidence can support it.

Account Listing shows the current chart of accounts: account numbers, names, types, parent paths, activity and bank or credit-card classification. Filter by account type or Active accounts only. Parent paths retain the full chart lineage even if a filter omits an ancestor. Missing parents and hierarchy cycles appear as warnings; each account appears once. Customize report lets you choose columns and optionally include account balances through an as-of date. These are each account’s own posted balances: parent balances do not include children, and there is no combined grand total. Changing columns or filters

requires Apply report settings before saving or exporting. The current chart is not a historical snapshot; transaction descriptions, control settings and custom fields are omitted. Accountant report or general report view access is required; print, PDF and CSV also require export permission in the same report area.

Cash Flow Statement explains changes in bank cash through operating, investing and financing activity. Choose dates, then use Print, Save PDF or Save CSV. Review any classification warnings before relying on the section totals. Noncash investing and financing are listed separately and do not change cash.

Cash Due Schedule helps plan around current open invoice and bill due dates alongside recorded bank cash. Dates are a schedule, not a guarantee of when money will move. Foreign balances with missing rates stay separate with home amounts unavailable. Filter the number of days to show; CSV includes the full report, while PDF and Print support up to 500 documents and 500 bank accounts.

Balance Sheet Summary groups balances under top-level accounts. Choose an as-of date and, if useful, compare it with the prior year. Review the account grouping when comparing positions.

A/R Aging Graph and A/P Aging Graph show signed customer or vendor balances in four fixed buckets: Current, 1-30, 31-60 and 61+ days overdue. Choose an as-of date; unapplied credits are already included in Current. Print, Save PDF and Save CSV use the same date and totals. These graphs use current saved due dates and credit applications; they do not provide past snapshots or custom bucket lengths.

Sales Graph shows monthly invoice and receipt sales before tax, signed sales credits and net sales. Choose an inclusive document-date range of up to 24 calendar months, and optionally one customer or documents without a linked customer. Amounts use the company home currency and the current sales-document calculation; draft invoices and receipts are included. Voids, write-offs, draft credits, payments, refunds and provider-only activity are excluded. The graph is not a cash-flow or accrual-income report. Its exact table, CSV, PDF and Print use the same filters; saved report filters are also supported.

Income & Expense Graph shows monthly posted accrual-basis income, cost of goods sold, operating expenses and net income. Choose a date range and optional class; unclassified activity can be included or viewed separately. The graph supports up to 24 calendar months. Its table, CSV and PDF show the exact report amounts.

Net Worth Graph shows monthly assets less liabilities, including ledger activity posted before the displayed period. Choose a date range of up to 24 calendar months. Each point uses the month end or your selected ending date, whichever comes first. The report has no class filter. Its table, CSV and PDF show exact amounts; the ending balance is the final point, not the monthly points added together.

Journal shows the account splits of posted transactions; Transaction List by Date shows one row per posted transaction. Choose inclusive posting dates and an optional recorded source type. Debit and credit totals describe posted activity, not revenue, cash flow or a transaction value formed by adding both sides. Pages contain whole transactions, and full report totals include matching entries recorded when you opened the report. PDF, CSV and Print include all matching entries, including unloaded pages. Rerun to include entries added later. This is a current view using current account labels; edits or deletions may change it while paging. Original entries and reversals remain on their posted dates. Only confirmed links between an entry and its reversal are shown; a missing relationship does not establish that an entry is active or has never been reversed. These reports do not provide deleted-entry history or all matching QuickBooks report features. Reports view access is required; print and exports require reports export access, and opening a source requires its own permission.

Transaction List by Customer and Transaction List by Vendor show posted journal entries grouped by current document links that identify the customer or vendor. Choose inclusive journal dates and, when

offered, a source filter. Each entry shows current document references and account splits; debit and credit are posted journal activity, not document values or balances. Original entries and verified reversals stay on their journal dates. Imported paid purchases without a confirmed link to a vendor, check/card payees without a confirmed link to a customer or vendor, bank payees, manual journals and unrelated sources are excluded. Editing a document contact can move earlier entries; historical contact assignments, current contact balances and all matching QuickBooks report features are not provided. Reports view access is required; printing and exports need reports export access, and opening a source requires its own permission.

Job Profitability Summary groups posted income, cost of goods sold and expenses by job, with unassigned activity separate. Job Profitability Detail lists the dated ledger entries, account categories and retained source references behind those totals. Choose inclusive posting dates and optional job, customer or unassigned filters. Each line uses its own job when present, otherwise its transaction job. Income is credits less debits; costs are debits less credits. Reversals affect their posted dates. Net income is income less all costs; margin is unavailable when income is zero. Unfiltered totals include unassigned activity and reconcile to Profit & Loss for the same dates. These are posted actuals using current labels and account categories, not cash-basis results, budgets, estimates, commitments, work in progress or unbilled amounts. Job view access is required; print, PDF and CSV need job export access, and opening a source requires its own permission.

Estimates by Job lists each estimate once under its selected job; estimates without a job appear under No estimate job. Choose inclusive estimate dates and optionally filter by status, job, customer or unassigned estimates. Inactive estimates are included. Other jobs shown on estimate lines are identifying details only and do not split the estimate amount. Amounts stay in the estimate currency and totals are separate by currency; when currency is unknown, the amount is shown but left out of currency totals. No conversion is performed. This is a current estimate listing, not job costs, estimate-to-actuals or progress/remaining amounts. Print, PDF and CSV use the selected filters. Reports access is required; export access is checked separately. A source estimate link is not provided in this report.

Time by Job Summary groups recorded time by job, including unassigned time. Time by Job Detail adds dated entries, worker identity, status and job subtotals. Choose inclusive work/source dates and optional job, unassigned, status, worker kind or imported-history filters. Native regular, overtime and doubletime stay separate from historical source duration; recorded hours count each entry once. Unknown duration is not zero, and known-time subtotals are incomplete when any duration is unknown. Displayed hours use six decimals; totals use full recorded duration. These reports do not calculate payable or billable time, pay rates, payroll costs or job-cost postings. Historical time does not imply payroll approval or payment. Time view access is required; printing, PDF and CSV also require time export access. Exporting does not file tax returns or update another application.

Deposit Detail lists source-proven deposits for inclusive deposit dates, with the bank debit, signed journal lines, current void status and retained receipt allocations. It does not infer receipt assignments when allocation links are missing; unknown assignments do not mean zero receipts. The report is not a bank balance, historical status snapshot or net cash-flow report.

Check Detail lists recorded vendor bill payments made by check, including payments without a check number and payments from inactive funding accounts. Current void payments remain listed and are marked void. Optional date, funding-account and vendor selections narrow the list. Amounts stay in their recorded currencies; known currencies have separate totals, while unknown-currency amounts are shown without being added to a known-currency total. The report does not include customer receipts, direct expenses or imported checks, and it does not provide a history of whether a check was issued, printed,

mailed or cleared. Bank account totals are shown only when the payment records establish a unique, balanced bank posting; otherwise that total is unavailable. Report details do not include full tax IDs, addresses or notes.

Sales by Rep Summary and Detail use the saved representative assignment on invoices, sales receipts and credits. Summary groups signed pretax accrual sales; Detail lists signed source lines and a running balance. Customer defaults apply prospectively and do not reconstruct historical assignments. This is not a commission report or a cash-basis view.

Mileage by Vehicle and Mileage by Job Summary/Detail use manual trip records and inclusive trip end dates. Vehicle reports show miles and informational expense using retained rates; job reports show saved quotes and current invoice amounts. Missing rates are identified. These are not general-ledger expense, reimbursement or tax reports; no GPS or automatic trip capture is included.

To Do Notes reports permitted company business tasks by due date and saved task details. By default it includes active completed and unfinished tasks; filters can select activity and completion separately. Linked tasks are hidden when the viewer lacks access to the linked customer, job or vendor. The report does not assign staff or send email/calendar notices.

Other Contact List and Other Phone List are current directory snapshots, not historical or financial reports. The phone list omits email and address; neither output includes private notes. Access follows the separate Other Contacts permission.

If something looks wrong: If reports differ, align dates and scope first and review any allocation or ledger-reconciliation warning. Historical invoice or bill placement can be limited by the timing information retained for payment and credit applications. A missing document may be in another company, unposted, voided or filtered out. Keep private payroll/customer information out of broad email lists.

Tax Reports and payroll Tax Forms

Review payroll reporting totals, retain issued copies and record external filing or payment evidence separately.

Open: Tax Reports / Payroll & HR > Tax Forms

Field or control	What to enter or expect
From / To / Generate	Select the period for the tax report. Export CSV saves those dates.
Schedule C mappings	An authorized integration can read and update /api/tax/mappings; this screen has no mapping editor.
Pay Sales Tax	Records an actual tax payment in the books, not a government submission.
Tax Forms > Year / Quarter / Employee	Choose the reporting period and employee. Review W-2 copies, retained W-3 totals, Form 941 or Annual FUTA; worksheets support reconciliation.
Retained copies / correction history	Reopen reviewed documents unchanged. W-2 corrections, 941-X and FUTA amendments use separate linked histories.
Review Tax Obligations / recorded payments	Compare liabilities, deposits and applied credits. Recording evidence does not send payment.
Audit reference / hash	Binds retained data and documents for review, not proof of agency acceptance.

What to do

1. Reconcile the period first and verify employer/employee identifiers, wages and prior balances.

2. Generate the appropriate report or form. Compare it with payroll and ledger totals and check completeness with a tax professional.

3. File and pay through the appropriate authorized process outside this reference-generation workflow; keep acceptance and payment confirmations.

Check the result

You have reviewable tax-support documents and an accounting record of any tax payment entered.

If something looks wrong: Do not assume a PDF is an official scannable filing copy, that a reference form includes every required field, or that a state filing exists because state withholding is calculated. Verify the applicable tax year and jurisdiction.

Employees and employee details

Set up payroll facts from approved employee forms and protect access to personnel records.

Open: Employees > + Add Employee / Details

Field or control	What to enter or expect
Name / SSN Last 4	Ordinary employee setup uses last four digits. Full identifiers are reviewed separately for reporting; never invent them.
Pay Type / Rate / Frequency	Hourly uses an hourly rate; salary is annual. Choose the actual frequency.
Form W-4 (2020+)	Copy signed elections. Annual adjustments and extra dollars per paycheck have different units.
Retained pre-2020 federal W-4	Details opens dated original filing choice, allowances and extra withholding. Do not translate an unchanged old certificate into guessed modern elections.
Work / Residence State / state records	Use actual jurisdiction facts. Dedicated dated certificate controls appear in Details where applicable.
Local / coverage exceptions	Use individual residence, school district, certificate or work-allocation facts; inherit reviewed company rates/worksite coverage where appropriate.
Details tabs	Review YTD, bank allocations, portal access and personnel documents.

What to do

1. Choose Add Employee, enter approved identity/pay/tax details and save. Review defaults carefully before any run.

2. Open Details to inspect YTD totals and configure authorized bank/portal information.

3. Use Edit for changes, documenting their effective timing. Test the next calculation after changes to pay or withholding.

Check the result

The employee can participate in payroll and HR workflows according to setup and access permissions.

If something looks wrong: If fields are missing or masked, confirm administrator permissions. Do not use made-up tax elections to make a payroll total match an expectation; resolve the underlying setup.

Payroll: calculate, review, process

Calculate a draft first and review every employee before processing payroll.

Open: Payroll > + New Pay Run

Field or control	What to enter or expect
Period / Pay Date	Enter actual earning dates and payment date; they serve different purposes.
Employee selection / Hours	Include intended employees and actual hours, not the initial sample hours.
Use approved time entries	Includes approved, unpaid hourly time in the period.
Add Earnings Line / separate pay	Use actual rates and earning types; select supplemental treatment for separate bonuses or commissions.
Calculate Payroll / View / Process	Review the draft before creating its payroll journal.
Edit Draft / Discard Draft	Retain prior versions and release or transfer reserved time through the workflow.
Payment Files / Pay Stub	Prepare processed-run delivery choices or download a standalone statement.
Enter Prior Payroll / Correct	Record existing history without duplicate accounting, or review recovery/reversal of paid payroll.

What to do

1. Select the period/pay date and intended employees. Enter verified hours or select approved time entries.

2. Choose Calculate Payroll, then View. Compare gross, taxes, benefits/deductions and net pay with approved expectations.

3. Only after review, Process the draft. Retain pay-stub records and separately confirm actual wage payments, tax deposits and required filings.

Check the result

Processed payroll creates accounting and payroll records. A processed status is not a bank settlement confirmation.

If something looks wrong: Complete Payroll Settings first. A stale draft must be reviewed and recalculated. Discard Draft is not an undo for paid payroll. Reverse Pay Run requires actual payment recovery and separate tax/remittance review.

Onboarding and Time Entries

Track new-hire tasks and approved work time without confusing a checklist with government submission.

Open: Payroll & HR > Onboarding / Time Entries

Field or control	What to enter or expect
View Checklist	Shows employee tasks and completion/signature information.
New-Hire Report / PDF	Preparation output, not automatic state submission.
Log Time > Employee / Date	Worker and actual date of work.
Regular / Overtime / Double-Time	Actual hour totals; this is not an elapsed-time clock.
Draft / Submit / Approve / Reject	Correct a draft, submit it, then review. Return rejected time to draft before correction.
Job / Cost Code / Description	Attribute work without duplicating payroll or job-cost postings.

What to do

1. Complete onboarding tasks only after the supporting work is done.

2. Log actual hours and relevant job detail; review the draft before Submit.

3. Approve or Reject submitted entries. Confirm approved, unpaid time is included in the intended payroll period.

Check the result

You have a task trail and reviewed time records available to payroll/job workflows.

If something looks wrong: Entering an E-Verify case number stores tracking information; it is not an E-Verify submission. Avoid logging the same hours again if they already exist but are awaiting approval.

Time Off policies and requests

Configure policy rules, enroll employees, then review leave requests and balances.

Open: Payroll & HR > Time Off

Field or control	What to enter or expect
Policy Name / PTO Type	Identify the leave policy clearly.
Accrual Method / Rate / Max Balance / Carryover	Use approved policy values. Units depend on the chosen accrual method.
Book a liability / Valuation / Accounts	Optional accounting treatment that needs approved expense/liability accounts.
Enroll Employee / Starting Balance	Choose employee and policy; enter an approved opening number of hours once.
Request dates / Hours / Approve / Reject	Record actual requested leave and review it against policy and available balance.

What to do

1. Choose + Add Policy, complete the accrual and optional accounting settings, then save.

2. Choose + Enroll Employee with the intended policy and verified starting balance.

3. Use + New Request, enter dates/hours and Submit Request. Review Approve/Reject and verify the resulting balance. Run Accrual only for the intended policy period.

Check the result

Leave requests and accruals update policy-based tracking; liability options can also affect accounting.

If something looks wrong: If a balance is unexpected, review starting balance, accrual history and approved leave before running accrual again. Revalue changes recorded dollars under the configured valuation; it is not a grant of more leave hours.

Benefits, enrollments and remittance

Set up employee deductions and employer benefits, assign them, then reconcile amounts owed to providers.

Open: Payroll & HR > Benefits

Field or control	What to enter or expect
Codes / Kind / Tax category	Identify whether employee, employer or both pay, and the reviewed tax treatment.
Calculation methods / Rates / Caps	Specify dollar/percentage/matching rules and effective dates. Percent and flat amount are not interchangeable.
Expense / Liability / Remittance vendor	Accounts and supplier for the amounts withheld or owed.
Groups / Members / Enrollments	Assign shared rules or individual enrollments. Blank overrides inherit; zero is an explicit value.
Remittance dates / Create bill	Review totals by pay date and vendor before creating a payable.

What to do

1. Review or add benefit codes. Seed standard codes is a starting catalog, not approval of legal limits or plan terms.

2. Add effective-dated rates; assign groups/members or enroll individuals with correct start/end dates. Test the next payroll calculation.

3. In Remittance, choose pay dates and Refresh; reconcile totals, then Create bill only once for the intended obligation.

Check the result

Payroll applies configured benefits and accumulates amounts for provider reconciliation.

If something looks wrong: Do not overwrite historical rates casually or recreate a bill already generated. Rebuild from stubs is a repair operation; use it only after understanding the discrepancy. Confirm plan limits and tax treatment professionally.

Garnishments and reseller permits

These specialized records require supporting authority: a garnishment order or a valid resale/exemption document.

Open: Garnishments / Reseller Permits

Field or control	What to enter or expect
Garnishment employee / Case Number / Order Type	Identify the person and controlling order.
Method / Amount / Priority	Enter the ordered calculation and precedence; amount means dollars or percent depending on method.
Child-support flags	Second-family and arrears selections affect treatment; do not guess.
Permit Held by / Entity / State / Number	Record the correct customer/vendor/entity and issuing jurisdiction.
Issued / Expires / Verify	Retain documentation and record the result of official verification with your name/initials.

What to do

1. For a garnishment, choose Add Garnishment, use the verified order, and review the resulting payroll calculation before processing.

2. For a permit, choose Add Permit, complete entity/state/number/dates and save.

3. Choose Verify to use the supported state lookup/checks, then record the actual result. Keep the underlying certificate and expiration under review.

Check the result

The app tracks these records and uses configured payroll treatment; it does not independently establish legal eligibility.

If something looks wrong: A number passing a format check does not prove a permit is valid. Do not remove an order just to change net pay; follow the controlling release/change and retain the audit trail.

Employee portal and bank details

Provide limited employee access and store direct-deposit instructions without sharing administrator credentials.

Open: Employees > Details > portal / bank accounts

Field or control	What to enter or expect
Generate Token / Copy Link	Private employee access; treat it as a password.
Email to Employee / Rotate Token	Use a verified recipient. Rotation invalidates prior access.
Routing / Account / Kind	Verify authorized instructions outside the app.
Deposit Type / Amount / Priority	Full, Fixed Amount, Percentage or Remaining Net Pay. Enter Amount ($) or Percentage of Net Pay (%) when shown. Lower priority first; Remaining is last. Review saved allocations and masked endings.
Reachable address	A localhost link works only on the host computer. Remote access requires a secured reachable deployment.

What to do

1. Confirm the employee identity and intended access. Generate/copy the portal link and deliver it securely.

2. Have the employee review their permitted profile/pay-stub/PTO functions. Test access from the intended network.

3. Enter or review bank accounts under approved procedures. Reissue/rotate an expired or exposed link.

Check the result

The employee can reach their allowed information if the link and deployment are valid. Stored bank data alone does not transmit payroll.

If something looks wrong: If a link fails elsewhere, check whether it points to localhost or a private LAN. Do not publish portal tokens or expose the server to the internet as a quick workaround.

Nonprofit funds, gifts and pledges

Use nonprofit terminology and consistent fund/function assignments throughout the books.

Open: Settings > Company > Company Type > Nonprofit

Field or control	What to enter or expect
Funds / restrictions / default function	Classes represent funds. Define donor restrictions and program/management/fundraising treatment deliberately.
Donors / Pledges / Donations	Use donor records, unpaid commitments and paid gifts according to what actually occurred.
Goods or services value	Where applicable, review acknowledgment disclosure and deductible portion rather than treating every gift as fully deductible.
In-Kind Gifts > lines / accounts	Record non-cash gifts with appropriate accounting and descriptions.
Acknowledgment / Giving Statement	Generate and review donor-facing documents; email requires SMTP and respects recorded preferences.

What to do

1. Enable Nonprofit and configure funds and donor records. Save other Settings edits before the mode reload.

2. Record gifts or pledges with accurate dates and fund/function tags. Use In-Kind Gift for non-cash activity and Post Gift after review.

3. Review acknowledgment PDFs and year-end giving statements before sending. Keep supporting gift/restriction records.

Check the result

Nonprofit reports can group activity by restriction and function; donor documents use the configured context.

If something looks wrong: Changing Company Type is not proof of tax-exempt status. An in-kind acknowledgment describes the gift without assigning the donor a deductible value. Have unusual gifts and benefits reviewed.

Releases and Functional Allocations

Reclassify restricted net assets or shared functional costs using documented policy.

Open: Nonprofit > Releases / Functional Allocations

Field or control	What to enter or expect
Release > Fund / Date / Amount	Choose the restricted fund and approved release.
Period start/end / Suggest	Use the period to suggest a spending-based amount, then verify eligibility yourself.
Allocation Rule > Basis / Source	Choose the method and eligible source account/fund.
Targets / weights	Define destination funds/functions and the basis amounts or percentages.
Run > Period / Posting date	Apply the rule to the intended period only after review.

What to do

1. For a release, choose + Release, select fund/dates, review Suggest or enter the approved amount, then Post Release.

2. For shared expenses, create an Allocation Rule with reviewed sources/targets and Save Rule.

3. Run the rule for the intended dates and Post Allocation. Compare functional expenses, fund reports and ledger totals.

Check the result

A release moves amounts between net-asset restriction categories. A functional allocation reclassifies eligible activity rather than creating a new total expense.

If something looks wrong: A suggestion is not evidence that donor restrictions were satisfied. If a rule selects the wrong source or period, inspect its postings before rerunning; use the available Void workflow with accounting review.

Migration and CSV imports

Move supported records from a previous system in a test company before committing live books.

Open: Migrate Data / CSV Import/Export

Field or control	What to enter or expect
Coming from	Choose the actual source layout.
Chart / ledger / trial files	Use supported exported CSV/TXT layouts and recognizable filenames. Include a trial balance to compare balances.
Dry Run / Import	Correct errors first; Import unlocks after a passing dry run.
CSV import type	Customers, vendors and items for the list-import workflow; the separate chart button opens administrator-only Preview and Import.
Result counts / skipped rows	Exact-name list duplicates are skipped, not updated.

What to do

1. Choose a cutoff, preserve original reports/files, and create a backup and test company.

2. Upload chart, ledger and matching trial balance together in Migrate Data. Run Dry Run and correct all errors before Import. If overlap review appears, compare the listed prior journals before confirming this exact file.

3. Exact supported source retries skip retained journals; changed source IDs, missing postings or reversed imports require review. Distinct identical transactions are not merged by amount. Import contact/item lists separately using CSV contact and item file formats.

4. Compare balances, counts and unpaid detail with the source; identify missing relationships, attachments and settings before going live.

Check the result

Only supported parsed data transfers. Passing validation does not guarantee a complete company migration.

If something looks wrong: Do not combine migrated balances with another opening posting. A different export without stable IDs needs file-specific overlap review, not a blind retry. MYOB reused journal codes are date-scoped; unproved older imports are not guessed or reassigned.

QuickBooks Files and Online

Use supported Desktop exports or a configured Intuit API connection for Online.

Open: Settings & Data > QuickBooks Files / QuickBooks Online

Field or control	What to enter or expect
IIF / Validate / Import / Clear	Validate lists/transactions. Clear resets selection, not history. Exact retries skip saved records; changed/reversed sources refuse.
Import Report CSV	Sales Receipt, Deposit Detail and Check Detail layouts only. Review any unidentified-file overlap before confirming.
QBO configuration / Start connection / Finish QBO connection	Admin supplies credentials, environment and matching redirect URI; finish with code/callback URL and Realm ID if needed.
Import selections / Import log	Choose documents, Journal Entries or Posted Ledger Activity. Review progress/errors; Cancel retains completed stages.
Export selections / Disconnect	Export writes supported changes to QuickBooks. Disconnect removes authorization, not source history.

What to do

1. Validate IIF in a test company; import lists first. Retitling changes capitalization, not identity. Account-list openings are snapshots, never additional transactions on accounts with history.

2. Connect QBO as admin. Verify Realm ID/environment; a different source company needs separate Local Books books.

3. Import a small sample; inspect logs/errors and compare source reports before retrying. Cancel stops future work, not saved stages; returning resumes monitoring.

4. Export only for intended external writes; inspect refused update/void notes. Before editing linked invoices, cancel/reconcile hosted payment requests through their existing workflow.

Check the result

Import All Data means supported types, not every source feature.

If something looks wrong: Sandbox is not live. Unsupported tax, discount/bundle, stock or source evidence stays for review, not guessed income. Legacy mappings without company proof refuse reassignment. IIF opening entries use the import date; use a reviewed cutoff workflow if a different historical date is required.

Analytics and AI Insights

Use ordinary metrics without an AI connection, or request optional provider analysis.

Open: Analytics & AI / Settings > AI & assistants > AI Insights

Field or control	What to enter or expect
Refresh / date selection / exports	Refresh the intended reporting scope and save PDF/CSV where offered.
Provider / Model	Choose an API provider and an available model; model names and access can change.
API Key / Shared Secret	Your authorized credential, stored encrypted. Blank keeps the existing key; Remove deletes it.
Account ID / gateway / endpoint	Fill only the provider-specific fields shown. Custom endpoints must be public HTTPS, not localhost/LAN.
Test / Save / AI Insights	Test credentials, save them, then request analysis from Analytics.

What to do

1. Review ordinary analytics and the underlying reports first. If using AI, confirm permission to send selected financial data to that provider.

2. If AI Assistant is connected, AI Insights can use your personal provider and model without a separate API key. A saved AI Insights key takes precedence; configure it in Settings, Test and Save when using that option.

3. Request AI Insights or an available analysis action. Compare its statements with the records before acting.

Check the result

Requested analysis uses the selected external provider; it does not automatically post the suggested accounting changes.

If something looks wrong: Without a saved AI Insights key, the connected AI Assistant model is used for the signed-in user. Other users need their own connection. Legacy external assistant connections remain separate. If analysis fails, check the applicable connection, model access and provider limits before changing your books.

Legacy assistant connections (MCP)

Authorize an assistant for the open company, separately from AI Insights and its provider settings or keys.

Open: Settings > AI & assistants > Legacy assistant connections (MCP)

Field or control	What to enter or expect
Enable assistant connections	Enables company setup, not assistant permission.
Assistant application / Open connection setup	Starts supported native setup. Follow availability messages; do not copy credentials or overwrite client settings.
Request code / read and write permissions	Match the code. Read and write are separate; unselected actions are Not allowed. Ask for approval reviews each request. Allow reading permits reads; Allow without an extra approval permits selected changes without another Local Books prompt. Payroll includes employees, benefits, deductions and time records.
Connection expires after	Choose 1, 7, 30 or 90 days, or Never expires. Company and permission limits still apply; disconnect at any time.
Saved assistant connections / Resume assistant	Makes permission available for this open company. Reconnect or restart the assistant for a new session; an already-open chat may need a new chat to load its tools.
Get connection code	For a saved ChatGPT connection, resumes access if necessary and displays a fresh one-time code for the Local Books OAuth sign-in page. It expires after two minutes.
Disconnect completely	Revokes this saved authorization, including hosted ChatGPT access. Available even while assistant access is stopped. A new connection requires fresh setup and approval.
Edit permissions	Change a saved connection without pairing again. Save applies to subsequent requests. Expand its permission details to inspect saved choices.
Review assistant requests	Approval popups open automatically, waiting until another dialog closes. Reopen dismissed popups here in Settings. Check the company, action, exact details, conditions and files before approving or rejecting.

What to do

1. Sign in as the company administrator, confirm the company, enable connections and open assistant setup.

2. The pending request appears automatically; no manual refresh is required. Compare codes, choose permissions and expiry, then confirm and approve.

3. After setup, Resume and reconnect or restart the assistant. See Connect, review and stop an external assistant for the full procedure.

Check the result

One connector installation per assistant application and computer user profile can serve separately authorized companies. Every company requires its own approval; access remains limited by the approving user's current company role.

If something looks wrong: The assistant cannot open, create, select or switch companies. Closing stops access; reopening requires explicit Resume and a new session. Ready does not prove a live connection. Use separate conversations per company: disconnecting cannot erase information already returned to an assistant.

Email, online payments and late fees

Configure optional delivery/collection tools and verify their behavior before customer use.

Open: Settings > Email / Sales & payments

Field or control	What to enter or expect
SMTP host / port / user / password / sender	Use the mail provider settings and approved credential. Do not confuse it with your Local Books login.
Email Templates	Review subject/body and supported placeholders. Seed Default Templates adds defaults where needed.
Payment provider credentials / mode	Use your merchant account and distinguish sandbox/test from live.
Webhook/callback delivery	An internet payment service must reach an appropriately secured endpoint for automatic confirmation.
Late Fees	Configure only amounts/timing allowed by your agreements and applicable rules; review before applying.

What to do

1. Enter and save SMTP settings, then send a test document to your own verified address. Review PDF and email content.

2. Configure and test the intended payment provider workflow with an administrator, including confirmation and reconciliation.

3. Review late-fee settings and resulting customer documents before using them on live overdue accounts.

Check the result

Email can deliver documents, and correctly configured payment workflows can assist collection. Neither setup guarantees customer receipt or bank settlement.

If something looks wrong: If delivery/confirmation fails, check the provider result and existing payment before retrying. Do not manually add another payment when one may already have been recorded.

Stripe activity review

Verify the connection, sync source activity, then review before recording.

Open: Banking > Stripe activity

Field or control	What to enter or expect
Connect Stripe	Admin verifies saved restricted key, account and Sandbox/Live mode; saving alone is not verification.
Stripe clearing account / Merchant fee expense account	Asset clearing, not Bank/Credit card/Accounts Receivable, plus Expense fees; Save posting accounts.
Import from / Sync Stripe	Optional start date; staging creates no local contacts or journals.
Match or create / Save customer	Choose an existing contact or explicitly create one; no name/email merging.
Review / Simple recording / Add split	Actual gross income/tax allocations; verified fees stay separate.
Itemized recording / Load Stripe line details	Complete supported Checkout/subscription lines, non-inventory items, actual tax and verified price/product maps.
Exclude / Restore / View entry	Preserve without posting; return to review; inspect retained journal.
Payout / Bank receiving the payout	Existing clearing-to-bank transfer, not another sale.

What to do

1. Follow Connect Stripe and choose posting accounts. Back up/check prior manual entries before choosing source dates.

2. Match customer, review Simple/Itemized amounts and accounts, then Approve and record. Maps alone never approve sales.

3. Record payouts to their actual bank; Match the existing transfer in SimpleFIN. Linked invoices settle once, not as new sales.

Check the result

Balanced gross/fee/net and source identity are retained. Item summaries exclude Simple/local invoice sales; unassigned refunds are separate.

If something looks wrong: Do not guess missing details, currency, capture, tax or items. Check manual duplicates. Detailed Stripe procedures cover exceptions, hosted links, sandbox and webhook reachability.

Square activity review

Verify merchant/location/environment; review completed card captures and proven fees/payouts.

Open: Banking > Square activity

Field or control	What to enter or expect
Connect Square	Admin verifies saved token and selected location/environment; no OAuth permission grant.
Square clearing account / Merchant fee expense account	Asset clearing separate from Stripe/Undeposited Funds, not Bank/Credit card/Accounts Receivable; Expense fees. Save posting accounts.
Import from / Sync Square	Scoped staging creates no local contacts, items, invoices or journals.
Match or create / Save customer	Choose existing contact or explicitly create one; no guessed guest/name/email merges.
Review / Simple recording / Add split	Actual gross income/tax; missing fees are not zero. Unsupported evidence remains unposted.
Itemized recording / Load Square line details	Complete supported Order for one full capture, non-inventory items and actual tax; variation maps override catalog-item fallback.
Exclude / Restore / View entry	Preserve without posting; return to review; inspect approved journal.
Payout / Find bank match	Proven clearing-to-bank transfer; exact statement match creates no journal.

What to do

1. Follow Connect Square and choose posting accounts; back up/check older manual entries before syncing.

2. Match customer, review gross/fee/net and Simple/eligible Itemized lines, then Approve and record. Missing fees/tender/details need review.

3. Record payout to actual bank; Match in SimpleFIN or Find bank match. Check account/amount/date and existing matches.

Check the result

Sales/transfers record once. Local invoice captures retain their existing invoice/customer, not another imported item sale.

If something looks wrong: Do not guess fees, adjustments, split tenders or items. Detailed Square procedures cover refund review/provider action, hosted requests, sandbox and webhook reachability.

Users & Permissions, API Tokens and Audit Log

Give each person or integration only the access it needs, and review recorded changes.

Open: Settings > Users & access / AI & assistants (API Tokens) / Audit Log

Field or control	What to enter or expect
Users / role / active	Use separate logins. Admin is separate from the 14 named job presets. Choose a preset or Custom to assign individual grants; review the effective actions before saving. Existing users' grants are not rewritten when preset defaults change. Sensitive data and owner-only operations remain separately restricted.
API Token label / role	Identify the integration and choose least privilege. Copy the full token when shown; it is shown only once.
Revoke / inactive	Stop a connection or user when access is no longer needed.
Audit filters	All Tables, All Actions, From and To narrow the history.
Time / User / Table / ID / Changes	Locate the affected record and, for updates, compare recorded old/new values.

What to do

1. An administrator creates the necessary named users or integration tokens and stores credentials securely. When adding the first additional active user, confirm your own username: keep admin or choose your own. Your password stays the same.

2. Test the intended role without sharing the admin login. A token needs a securely reachable API deployment; it does not create a cloud bridge.

3. Open Audit Log and filter around an unexpected change. Use the record ID/time to investigate the source document.

Check the result

Access is scoped and normal application changes can be traced. Audit Log is read-only and is not an Undo screen.

If something looks wrong: An empty filtered log does not prove nothing happened: check dates/filter scope. A database administrator can still affect local data outside normal application controls; retain independent backups and protect the host.

Backups and recovery checklist

Make recovery possible before you need it. Keep a password-protected company archive away from the live computer.

Open: Settings > Backups

Field or control	What to enter or expect
Create Backup	Requires a password of at least 12 characters. Includes records, saved attachments, logo and encrypted-field recovery.
Download	Saves the protected .lbbackup file; confirm its destination and file size.
Legacy database-only backups	Keep original uploads and protected encryption configuration separately. See Recovery files and storage locations.
Restore / Restore from File	Replaces the open company. Enter the backup password and type RESTORE. Read any named source/destination mismatch confirmation; cancel to preserve current records. Mac/Windows SQLite backups need SQLite; PostgreSQL needs PostgreSQL.

What to do

1. Create and Download a backup before an import, update or major correction. Keep dated copies and their passwords safely; a lost password cannot be recovered.

2. Open the company to replace, or create another first to keep it. Ask connected users to save and disconnect. An active queued/running QBO import must finish or be resolved before restoration.

3. Read compatibility notices. Known older SQLite revisions upgrade in a private copy before replacement; unknown/newer revisions refuse. Unstamped legacy files require recognized-company checks but no inferred upgrade. Close and reopen after success; managed PostgreSQL servers need normal migrations/restart. Sign in with the backed-up account and verify reports, attachments and encrypted connections.

Check the result

You have a protected recovery point for the company and its saved documents. Test restoration in a separate safe environment.

If something looks wrong: Restoration does not merge later work or transfer the license. Pending scans are not saved attachments. Limit: 2 GiB file, 4 GiB expanded; larger companies need administrator-managed recovery. Reinstalling does not recreate lost books.

Worked example: sale through bank match

Practice creating an invoice, receiving two payments and matching one bank deposit.

Open: Practice in a separate test company

Field or control	What to enter or expect
Sale	One service for $200, with tax set to zero only in this practice example.
First payment	Customer pays $80; invoice balance should become $120.
Second payment	Customer pays the remaining $120; invoice balance should become $0.
Deposit grouping	If both payments were held together, select both in Make Deposits for one $200 deposit.

What to do

1. Create a test customer and service item. Create a $200 invoice and verify its balance.

2. Record the $80 payment to Undeposited Funds and apply it to the invoice. Check the $120 remaining balance, then record/apply the $120 second payment.

3. Make one $200 deposit to the test checking account from those two payments. If a matching $200 bank line is imported, choose Match to that deposit, not Add as income.

Check the result

The sale is $200 once, customer receivable is zero, Undeposited Funds is cleared for those receipts, and the bank deposit is $200 once.

If something looks wrong: If revenue becomes $400, look for a bank deposit added as new income. If the customer still owes money, inspect payment allocations. If Undeposited Funds remains, check which receipts were included in the deposit.

Worked example: purchase through month-end

Learn the difference between a bill, its payment, and a downloaded bank line.

Open: Practice in a separate test company

Field or control	What to enter or expect
Purchase	A $90 office-supplies bill entered once.
Payment	A $90 payment from checking against that bill.
Statement line	The bank withdrawal is evidence of the payment, not another $90 expense.
Month-end	Review the statement and reports for the same period.

What to do

1. Create the test vendor. Enter a $90 bill to the chosen supplies expense category and verify the vendor payable.

2. Use Pay Bills to apply $90 from checking. Confirm the bill balance becomes zero.

3. Match an imported $90 withdrawal to the bill payment. Reconcile against the statement, review P&L;/Balance Sheet and save a report pack and backup.

Check the result

Expense is $90 once, the payable is settled, and checking decreases by $90 once.

If something looks wrong: If expense doubles, look for an added bank expense or duplicate bill. If the bank differs but the bill is paid, inspect Pay From and the payment date. Fix the source error before completing reconciliation.

Tax document verification trail

Local Books keeps fingerprints and references that help connect tax documents to their supporting records. Keep the originals and the protected company backup together.

Open: Tax Forms / retained documents and audit records

Field or control	What to enter or expect
Audit ID and timestamp	Original W-2, W-3, 940 and 941 report PDFs print a generation time and reference to a local audit record.
Printed content fingerprint	Those footers print the first 16 characters of a SHA-256 fingerprint. The full hash in the database represents the source company/report data, not the complete PDF file.
Retained return files	Retained 941 and 941-X copies also check the exact saved PDF bytes when reopened. Different workflows use different checks; not every PDF has the same footer or verification method.
What a match means	Source data can be compared with its stored fingerprint. A matching printed footer alone cannot prove that nobody edited the rest of a PDF.
Protect the evidence	This is a local audit record, not a digital signature or externally secured chain. Access to rewrite both records and hashes can undermine the evidence.

What to do

1. Save the original document without editing it. Keep its reporting period, audit reference, supporting payroll and separate filing receipt.

2. Reopen saved returns through their retained-document workflow. If an integrity check fails, preserve the file and error and ask the administrator to investigate. Do not edit database records to clear it.

3. For a printed Audit ID, an authorized administrator can retrieve /api/document-audits/{audit_id} and compare the original source data using the same canonical SHA-256 method. Tax Forms does not have a PDF-upload verification button.

Check the result

The trail helps explain which records supported a document and, where exact-byte checks exist, whether the retained file still matches its saved fingerprint.

If something looks wrong: Verification does not establish correct tax treatment, IRS approval, successful filing or payment. A document audit hash is not a substitute for review or protected backups.

Accounting safeguards: what they establish

Understand the documented safeguards without confusing them with certification or automatic compliance.

Open: Reference / tax and data assurance

Field or control	What to enter or expect
Balanced postings / control accounts	Helps maintain double-entry consistency. It cannot determine whether a purchase was classified correctly.
Closing date / reconciled locks	Restricts ordinary changes to reviewed periods or reconciled lines.
Audit history	Records normal application changes with available user attribution; not an externally immutable archive.
Payroll tax report hash	SHA-256 is computed over canonical report data and linked to an audit record. Verification compares the corresponding data/record, not simply the hash of the PDF bytes.
Encryption / user roles	Selected sensitive fields and credentials are protected; the whole company database is not automatically encrypted.

What to do

1. Use a supported workflow rather than editing database files directly. Review source documents, reconciliation and audit history regularly.

2. Keep tax reports with their period, supporting payroll records and any audit identifiers. Preserve the database needed for later verification.

3. Use OS disk encryption, protected backups, separate accounts and secure network configuration to complement app controls.

Check the result

These measures support trustworthy bookkeeping and investigation when combined with correct records and operation.

If something looks wrong: Do not describe the app as IRS-approved, tax-certified, HIPAA-certified or compliant with every rule based on these features. Formal assurance requires review of the actual product version, deployment and business process.

Tax review and records checklist

Keep the tax-preparation workflow separate from government submission and payment confirmation.

Open: Before filing or paying tax

Field or control	What to enter or expect
Federal employer guidance	IRS Publication 15 describes employer responsibilities. Consult the applicable tax-year edition and current instructions.
Tax reports versus filings	Local Books provides reference/preparation output. Filing-ready formats, complete identifiers and electronic submissions require separate verification.
State / local obligations	Review current withholding, unemployment, sales tax and other applicable requirements with the appropriate authority/professional.
Retention	Use a documented policy. IRS employment-tax guidance generally requires at least four years, with longer requirements for some records.
Evidence	Retain source documents, payroll approvals, returns actually filed, acceptance receipts and tax-payment confirmations.

What to do

1. Compare tax-support totals with reconciled payroll/ledger records and resolve discrepancies before filing.

2. Have the responsible professional verify current rules, required fields and the appropriate submission/payment method.

3. Keep confirmations with your records. Verify actual payment with the relevant authority/account, not just the app payment entry.

Check the result

You can distinguish prepared data from completed obligations and provide supporting evidence for later review.

If something looks wrong: An app-generated hash establishes a relationship to stored data; it does not validate tax treatment. See official IRS references below. This manual is not a tax opinion.

Official sources: IRS Publication 15; Employment Tax Recordkeeping; How Long Should I Keep Records?. Checked September 19, 2026.

CSV contact and item file formats

CSV Import/Export imports reusable contact and item lists; it is not a full company restore.

Record type	Accepted column headers
Customers / Vendors	**Name** (required) Company, Email, Phone, Address, City, State, ZIP, Terms
Items	**Name** (required) Type, Description, Rate, Cost

Prepare and test the file

1. Keep the original export. In a working copy, use the supported column headers exactly, including capitalization. Save a CSV file, not an Excel workbook renamed with a .csv extension.

2. For item Type, use product, service, material or labor. Unrecognized types fall back to service. Rate is the sales rate; Cost is the cost value. Use plain numeric values and preserve postal codes and phone numbers as text.

3. Open CSV Import/Export, choose customers, vendors or items, and select the file. Test a small sample in a separate test company. Inspect skipped/error rows and several resulting records.

4. After verification and a backup, import into the intended company. An item list does not establish stock quantities, historical transactions or account balances.

Defaults and duplicates

Customers without Terms use the company default; vendors default to Net 30. Unsupported terms or invalid contact/item values are reported rather than silently saved. Existing exact-name matches are skipped, not updated. Spelling variations can create duplicates; edit an existing record when correcting its details.

Export and import support different record types. Do not assume an exported invoice CSV can be imported as invoices or that contact/item lists recreate payments, attachments or historical balances. Use the separate migration procedures for supported accounting history.

Recovery files and storage locations

Keep recovery material separate from live data and confirm what your backup actually contains.

Normal company backup

Use Settings > Backups > Create Backup with a password of at least 12 characters, then Download the protected .lbbackup archive. It includes the company database, saved attachments, company logo and encrypted-field recovery data. Keep the password separately and store a verified copy away from the live computer. Follow Backups and recovery checklist and Exports, migration and recovery boundaries before restoring.

Where are my saved PDFs and exported files?

Saved files are in Documents > Local Books on your computer: Documents for invoice PDFs and downloaded receipts; Reports for report PDFs and CSV exports. Show in folder opens the actual location, including any fallback. Browser downloads use your browser settings.

Print or keep a PDF copy

Use the printer icon to print a supported report or document. Save PDF keeps a file you can reopen later. A generated PDF preview also offers printing. Check the selected company, dates, printer, paper and pages before finishing.

> Checks stay preview-first because their alignment matters. Inspect the prepared check and use Actual size / 100% on the intended check stock. Do not scale it to fit. Test alignment on plain paper before using check stock. Reopening a retained payroll check does not prepare another payment or allocate another check number.

Full installation recovery locations

Installation	Data and configuration location
macOS Desktop / Server	~/Library/Application Support/LocalBooks/
Windows Desktop / Server	%LOCALAPPDATA%\LocalBooks\
Older managed Server	Preserve its existing storage and configuration; follow that installation's instructions.

For a legacy database-only backup, preserve uploads and the protected encryption configuration separately. A raw database file alone does not contain all receipts or the information needed to recover encrypted fields. These folders are recovery locations, not files to delete during troubleshooting.

Before replacing a company

1. Preserve current records and finish active work/imports. Disconnect other users. Open the company you intend to replace, or create a separate company if you want to keep both.

2. Use Restore from File or a listed Restore. Enter the password and required RESTORE confirmation. Read the named source/destination and compatibility notices; cancel if anything is wrong.

3. After a successful restore, reopen and sign in using the backed-up account. Verify company identity, balances, receipts and logo. Managed servers need their normal migration/restart procedure.

A backup does not transfer a software license. SQLite and PostgreSQL backups need compatible destinations. Unknown or newer schema revisions can refuse restoration; do not bypass those safeguards by editing migration identifiers or replacing live files manually.

Activate Local Books and move to another computer

Use your license key once on the computer or server you want to activate.

First activation

1. Install Local Books from the Downloads page at localbooks.software. Downloading the installer does not use an activation.

2. Open the installed application. On Activate Local Books, enter the license key and a recognizable name for this computer or server. Connect to the internet for activation.

3. After activation succeeds, continue to company setup or sign in to the existing company. Your company login and software license key are different credentials.

4. Normal restarts use the saved activation. You do not enter the key every time. Settings > License & updates shows the license status and included-update date.

Transfer the license

1. Before retiring a working computer, preserve its company data, uploads and configuration. In Settings, choose Deactivate This Installation and confirm.

2. Install and activate on the replacement computer with the same key. Restore the company through a controlled recovery procedure. Activation alone does not copy the company data.

3. If the old computer failed, contact Bedrock Group LLC for an ownership-verified activation reset. Do not buy another key solely because a computer failed.

One key authorizes one active device. A Shared Server license activates the host, not each browser that connects to it. An offline old computer receives the changed activation status when it reconnects. Do not keep using both devices.

Install updates and restart

Use Settings > License & updates on the installed application.

Check and download

1. Save unfinished work. Choose Check for Updates. Read the version, View What's New, compatibility requirement and whether the release is included with your license.

2. For an included compatible update, choose Download Update. The native update window shows download progress, then verification and preparation. Keep Local Books running while it prepares.

3. If an update is not included, the existing owned version remains usable. Purchase Upgrade appears only when purchasing is available. A purchase of a specific release does not start another annual update subscription.

Install or postpone

1. When ready, choose Install and Restart to approve closing Local Books, replacing the application and reopening it. Save work before approving.

2. Use the offered postponement or cancel control if you are not ready. A downloaded file does not mean installation has finished.

3. After relaunch, sign in if requested. Open Settings > License & updates > About Local Books to check the installed version and confirm the company name. Your existing activation and company data should remain in place.

If the update cannot finish

1. Read the error before retrying. A failed download, signature check or preparation must not be bypassed by running an unverified file.

2. A legacy download-only release needs one manual transition into an updater-capable release. A browser-only session or server without its update service may also offer a verified file instead of automatic installation. Follow the displayed instructions; do not assume the app has restarted.

An internet outage does not erase an already saved perpetual entitlement. Expiration of the initial 12 months of included updates does not expire your owned software. For Shared Server restart steps, see Shared Server operation and updates.

Shared Server operation and updates

Shared Server keeps the active company on one host. For first-time setup, use the separate Server setup appendix at the end of this manual: Mac first, then Windows.

Daily operation

1. Keep Local Books open on the host and keep that computer awake while staff work. Staff use the connection address shown in the host's Settings and their own accounts.

2. Use Settings > Users & access > Users & Permissions to manage accounts and roles. Adding a login to Desktop does not enable network sharing.

3. Before changing the active company, ask everyone to finish and sign out. Open the intended company on the host and confirm its name before staff reconnect.

Update the host

1. Arrange a maintenance window and ask connected users to save their work. Confirm a current recovery backup before the update.

2. For a Mac or Windows host, sign in as an administrator in its installed app and check for updates in Settings. Download Update uses the native updater even when sharing is enabled.

3. Review progress. Cancel before installation if the timing is wrong. When preparation is complete, choose Install and Restart and confirm that connected users may be disconnected.

4. Wait for the service to restart and the page to reconnect. Sign in again if asked. Check Settings > License & updates > About Local Books, company identity and normal access before staff resume.

5. A remote browser cannot run the host's native installer. Perform installation on the host computer. Downloading a file to a staff computer does not update the shared host.

6. Existing managed-server packages retain their private updater service and original storage instructions. When configured, that service shows download progress and offers Install and Restart in the browser. Do not replace that deployment with a native installation without a planned data migration.

Stop sharing without changing your books

1. On the host computer, choose Turn Off Network Sharing in Settings. Ask users to save, then quit and reopen Local Books. This stops network access without deleting your users, books or Server entitlement.

2. Saved Server rights do not require a new purchase at each restart. Have your administrator investigate connection problems; do not disable security protection.

Do not run a second independent company copy as a substitute for the shared host. Do not delete persistent storage to resolve an update failure. Keep the exact error and contact the deployment administrator.

Choose the correct transaction

Choose the workflow that matches what happened. Do not enter the same event through two screens.

Customer transactions

1. Use Estimate for a proposal. Convert the accepted estimate to an invoice once.

2. Use Invoice when the customer owes you. Use Receive Payment later and allocate the amount to that invoice.

3. Use Sales Receipt when the sale and payment happen together. Choose the actual customer, or Walk-in Customer for an anonymous counter sale (Anonymous Donor for nonprofit receipts). Review the positive total and payment destination. Do not also create an invoice and another payment for that sale.

4. Use Scan an existing sales receipt to record a paid customer sale that took place outside Local Books. For example, if a card terminal printed a receipt at a market, select a photo or PDF of it to prefill the date and amounts. Check the customer, items, payment method and deposit account before recording. If the sale is already in Local Books, open the saved receipt.

5. Choose Record & preview to save the sale and its payment once, then review the receipt. For an existing receipt, choose View > Print preview. Print and Save PDF use the saved document; Back to receipt returns to its details and Close dismisses the preview. Recording a paid receipt does not create an editable invoice draft.

6. Use Credit Memo to grant a credit, then apply it to the intended invoice. If its total is zero, confirm only when intentional; a zero memo provides no usable credit. A credit memo does not itself send a cash refund.

Supplier transactions

1. Use Purchase Order for a commitment. Convert to Bill when appropriate and inspect the resulting bill.

2. Use Bill for an unpaid supplier invoice, then Pay Bills when it is paid. In the saved bill View, choose Bill Payments > View payment to inspect its allocations and original journal; voided payment history is retained.

3. Use Edit > Update Bill only for a supported correction. Do not reduce the total below applied payments or credits, or change vendor/currency while amounts are applied. Reconciled postings, consumed stock and unproved imported accounting can block edits; closed dates require authorized review.

4. Use Expense for a purchase already paid from a bank account, or CC Charge for a purchase paid by card.

5. Use Vendor Credit for a supplier credit and apply it to the bill. Do not also enter the same amount as a negative expense.

Money between accounts

1. Use Transfer for movement between your own accounts, including paying a credit-card balance from checking.

2. Use Make Deposits to group customer payments and sales receipts held in Undeposited Funds. Review each source and amount, select the receipts that make up the bank deposit, then confirm the selected total. Choose the active bank account and a deposit date on or after every selected receipt; add the bank slip reference when available. Make Deposit moves the selected funds from Undeposited Funds to the bank account. It does not record another sale or customer payment.

3. After saving, open the deposit in Deposit History and check its bank, date, reference, amount and retained receipt links. Match the eventual bank line to this deposit. If a save response is unclear, check Deposit History before retrying.

4. On bank review, Match an event already recorded. Add creates a new accounting entry. Exclude removes a review line from consideration, not the original transaction in the books.

Before retrying a save after a timeout, search for the record. A repeated click can create a duplicate even if the first response was not displayed.

Invoice delivery, payment links and write-offs

Open Invoices and identify the document by customer, number and balance.

Send or share an invoice

1. Choose View, then Save PDF or Print preview. From the invoice editor, Save & preview saves the invoice and opens its preview inside Local Books.

2. Use Edit invoice to return to the saved form, Print to open the print dialog, Save PDF to download a copy, or Close to return to the invoice list. Check the customer address, line amounts, tax and balance before sending.

3. For Email Invoice, review the recipient, subject, message and rendered invoice-attachment preview. The saved customer email may be filled in when the recipient is blank; edit it when needed. If required email settings are missing, the invoice can still be previewed but Send remains unavailable. A configured SMTP setting does not prove live connectivity; Send reports the actual result.

4. Mark Sent changes the delivery status. It does not send an email or record a payment.

5. Copy Payment Link prepares the selected provider's hosted page. If several providers are enabled without a saved choice, choose Payment provider first. Stripe/Square customers can use a prepared link while your desktop is closed; recording requires a reachable secured webhook server or later online status check.

6. Use Check Stripe payment status or Check Square payment status to reconcile the stored request. Before editing amounts or switching providers, check and cancel/reconcile outstanding collectors. See the detailed Stripe and Square procedures.

Correct a balance

1. Use Edit only when the document permits it. Check related payments before changing a posted amount.

2. Use Duplicate to start another invoice, then review its customer, dates and lines. It is not a replacement or correction of the original.

3. When the invoice has separately posted late fees, an edit retains those fee postings in the document balance; changing the principal does not erase a fee journal. Before voiding, review standing fee journals, dates, closed-period rules and related payments. Void reverses the original sale and valid standing fees separately; keep the reason and verify the resulting balance and aging.

4. Write Off opens Date, Amount and Memo. Use it only for an approved uncollectible balance. The app creates a credit memo against Bad Debt Expense and applies it to the invoice.

5. To reverse that write-off, review the created credit memo and its Void action. Do not record a fictitious payment to clear an unpaid invoice.

Void is a financial correction, not a way to hide an unwanted PDF. Read its confirmation, check the affected payments and retain the reason for the correction.

Attachments and scanned receipts

Invoices, bills and expenses have attachment controls. Supported entry forms also offer Scan Receipt.

Attach an existing document

1. Open the saved record with View. In Attachments, select the file. Local Books starts the upload automatically; there is no separate Upload button.

2. Wait for the upload confirmation and refreshed attachment list. Open the listed file to verify that it belongs to this record.

3. Use Delete only to remove an incorrect attachment. Removing an attachment does not void the transaction. Retain required source records elsewhere before deletion.

Use receipt scanning

1. Choose Scan Receipt on a supported entry form and select a clear image or PDF. Use the displayed field-selection tools if the scan needs correction.

2. Compare merchant, date, amount, tax and reference with the original. Select the existing vendor and correct bank/category fields yourself.

3. Review line detail before Save. Do not assume a scanned total is a complete itemized invoice or that OCR has identified the proper tax treatment.

4. If scanning fails, check Settings > Receipt scanning. Manual entry remains available. Do not save an unreadable or incomplete result merely to clear the scan window.

Create a password-protected company backup in Settings > Backups > Backup / Restore to include saved receipts and documents. Older database-only backups do not include those files.

Set up and reconcile a bank balance

A bank feed identifies the account. A statement balance is a dated amount, not another sale or owner contribution.

Create the account link

1. Open Bank Accounts > + New Bank Account. Choose the existing ledger account when it already holds this bank or card; create a new chart account only when needed.

2. Enter Statement balance and As of from the actual statement. For a credit card, enter the amount owed. Review the ledger figure displayed beside the form.

3. A matching figure creates no additional opening entry. A different figure asks whether to post only the difference against the opening-balance offset. Cancel if the reason is not understood.

4. If another posting changes the ledger before confirmation, the old confirmation is refused. Review the updated amounts before submitting again. Do not use zero merely to bypass a mismatch.

Complete and retain a reconciliation

1. Open Reconcile from the account register. Use a statement date after the last completed statement and the exact statement ending balance.

2. Clear only the entries actually shown on that statement. An out-of-balance Finish does not complete the reconciliation; investigate missing, duplicated or wrongly dated entries.

3. When the difference is zero for the right reasons, Finish Reconciliation. Completed lines are protected from conflicting changes.

4. Use Reconciliation History > Report to reopen the original result, or Save PDF to retain it with the source statement. Review changes distinguishes later activity from changes to reconciled entries. Continue resumes an unfinished session.

5. An administrator may undo only the latest completed statement for that account. Review the preview, enter a reason, and address any closed-period requirement. Undo preserves the original report and bank postings, retains cleared ticks and bank matches, and releases the R marks for a replacement reconciliation. Older statements without saved original line detail are labeled as reconstructed.

> Do not create an unexplained journal to force reconciliation to zero. An opening-balance adjustment is not a substitute for recording actual missing activity.

Correct bank matches and exclusions

Open Bank Accounts, then the register for the affected account.

Undo a wrong match

1. Identify the review line and the transaction it was matched to. Confirm account, amount and date before changing anything.

2. Use Unmatch where offered to remove the link. This is different from voiding the transaction.

3. Use Find matches or Match to select the correct existing ledger line. Add is appropriate only when no corresponding entry exists.

Restore an excluded line

1. Show the excluded review entries and use Restore on the intended line.

2. Review its category and possible matches before posting. Restoring the line does not establish that it is missing from the ledger.

Correct a posting or transfer

1. Open the source invoice, payment, expense or journal when the error belongs to that record. Do not add a new bank entry simply to force a balance.

2. For an incorrect transfer, review both accounts and use the transfer Void action where permitted.

3. If a line is reconciled or falls in a closed period, stop and review the correction with the person responsible for that period. Do not change dates to evade the lock.

A reviewed bank line and the underlying ledger posting are separate records. Unmatch and Exclude do not mean the original financial transaction has been reversed.

Use reports and saved report views

Reports opens the Report Center. Choose a report based on the question you need to answer.

Run and investigate a report

1. Use Profit & Loss for revenue and expenses over a period; Balance Sheet for assets, liabilities and equity at a date; Trial Balance for account debit and credit balances.

2. Use A/R Aging for unpaid customers and A/P Aging for unpaid suppliers. Use General Ledger for the postings behind an account.

3. Cash Flow bridges beginning and ending cash. Read any classification warning before using its operating, investing or financing subtotals; a mixed supplier payment without line-allocation evidence can need review even when total cash reconciles.

4. Use Income by Customer, P&L by Class and Job Profitability for separate activity breakdowns. Budget vs Actual and Job Budget vs Actual compare posted activity with plans.

5. Select the period or Custom dates, then inspect the report. An as-of report uses the ending date. Do not compare different date ranges as if they were identical.

6. Click an available account drill-down to inspect its transactions, then follow the source link to the original record.

Save a view or export a result

1. Choose Add to Saved Reports where offered and give the view a recognizable name. Saved Reports appears below the report shortcuts in the Report Center; open a saved row to reuse that report type and its saved parameters.

2. A saved view is not a frozen copy of the totals. Export PDF or CSV when you need to retain what was reported at a particular time.

3. Delete on a saved report removes the saved view, not transactions. Use the filter or expand the saved list if the view is not immediately visible.

4. In General Ledger, choose Customize report to select accounts, optional columns and account order. Apply account or column selections before saving or exporting. Posting balances remain in chronological order.

5. Under Saved Report Groups, choose New group, name it and select up to 12 saved reports. Move up and Move down set their order. Open a group to run a report with fresh data; Back to group returns to the group.

6. Financial Statements Pack lets you select financial statements with shared or individual dates. Trial Balance Activity covers postings during its dates; it differs from the as-of Trial Balance. Inspect the company, dates and all pages before sharing.

7. Open as PDF pack is available for a group whose saved statements and settings can be included faithfully. Other reports remain individually accessible. Deleting a group removes its grouping, not its saved reports or transactions.

Cash Flow, Sales Tax, 1099 Summary and Fixed Asset Reconciliation answer different questions. Their totals need not equal net income or a bank balance. Investigate scope and posting dates before making an adjustment.

Statements, collections and late fees

Use Reports > Customer Statement or A/R Aging. Batch actions can affect several customers.

Customer statement

1. Choose the customer and requested statement period. Generate the statement PDF and review opening balance, invoices, payments and ending balance.

2. A statement describes existing activity. It is not a new invoice and does not post another charge.

Overdue follow-up

1. Review A/R Aging first. Confirm that recent receipts were applied and customer email addresses are correct.

2. Batch Email Statements sends to customers with overdue invoices after confirmation. Read sent and failed counts before retrying.

3. Select the offered collection-letter age and use the collection action only when you intend to email all qualifying customers.

4. In Settings > Sales & payments > Late Fees, configure Enable Late Fees, Late Fee Rate (%) and Grace Days, then Save Settings. Use only terms you are authorized to charge.

5. Apply Late Fees on A/R Aging applies fees to eligible overdue invoices. It is not merely a preview. Read the confirmation and inspect the resulting invoice balances.

Do not assume a report date filter restricts a batch action. The confirmations describe the action scope. Verify existing sends or fees before retrying after a connection error.

Set up job cost codes, types and equipment

Use the separate sections in Settings before relying on detailed job-cost reports.

Cost codes

1. Enter Code and Name, choose the cost type and optional parent, then Add Cost Code. A code identifies a work category such as electrical or concrete.

2. Load standard list adds the supplied starter codes. Review existing codes first to avoid an unnecessarily large chart.

3. Import CSV opens a paste-in form for code,name,cost_type,parent_code rows, with an optional header. Existing codes are updated and parent links are resolved afterward. Review created, updated and skipped counts, then inspect the hierarchy.

4. Use Rename or deactivate/reactivate actions to maintain codes. A code is a reporting category, not the ledger account itself.

Cost types and offsets

1. Review each cost type's expense and offset accounts, default burden and labor flag. Save the row after editing.

2. Create default offset accounts is a setup action that changes the chart. Review the created accounts and their intended use before posting costs.

Equipment

1. Enter an identifying code, name and hourly rate, then Add Equipment. Set Rate changes future cost-entry defaults.

2. On a Job Cost Entry, choose the job and equipment, enter actual hours and review the calculated cost and recovery offset.

3. Use active/inactive controls to stop offering retired equipment without deleting its historical cost entries.

A cost entry needs both a cost and an offset. If the cost is already recorded on a bill or expense, determine whether you need a tag, reclassification or additional entry before posting.

Job budgets, detailed costs and time

Open Jobs, then the project you want to review.

Review costs

1. Set the date range where needed. Use Overview for totals, Costs for the cost-code/type breakdown and Transactions for the underlying postings.

2. Expand the cost tree or individual rows to see the contributing lines. Follow the source document rather than changing a report total.

3. Check unassigned codes and missing job tags when a known purchase is absent from a category.

Enter a budget

1. Open Budget. Enter budget cost and estimated revenue by cost code, cost type or whole job, using the intended level rather than repeating the same total at every level.

2. To start from a quote, select the estimate and choose Load estimate lines as budget. Review the cost basis and revenue amounts.

3. Choose Save Budget. Edited rows become manual and survive later estimate re-seeding. Review Job Budget vs Actual after saving.

Post job time

1. Open the job's Time tab. Confirm employee, date, regular/overtime/double-time hours and cost code.

2. Use Post to job for an eligible unposted entry, or the displayed batch action for the listed eligible entries.

3. Inspect the resulting Job Cost Entry, loaded cost rate and burden. Read any partial-failure message before trying again.

> Posting time to a job allocates job cost. Processing payroll calculates and posts pay. They are different steps; do not manually add the same labor cost a second time.

Progress invoices and job billing

Enable Estimate progress billing in Settings > Jobs & costs.

Bill an estimate in stages

1. Accept the estimate, then select Progress billing. Choose remaining balance, a percentage or specific lines.

2. Review previously billed and remaining amounts. Open the normal invoice editor, add any ordinary lines, then save.

3. Use Change orders to revise existing scope or add a line. An approved change order records the before and after values. Use Review job budget to compare and apply it to a budget seeded from the prior scope.

Add approved work

1. Open a job and choose Bill outstanding work. Review the time, expense or supplier line and retain a customer rate. Saved mileage quotes appear directly in billable work.

2. Mark eligible stock purchases Bill to job on the supplier bill. Choose reimbursement or an explicit stock issue when reviewing the job cost. For employee time, a saved customer rate can apply by service and effective date.

3. In the invoice editor select Add billable work. Choose the source and quantity. A partial invoice leaves the unused quantity available. You can change the job selection to add another job for the same customer; selected charges keep their own job.

Corrections and reports

1. Use the invoice void workflow to release eligible source quantities. A customer credit alone changes the receivable. For a fully applied matching service credit, an administrator can explicitly confirm Correct and rebill.

2. Find progress, unbilled work, commitments and project profitability in Reports > Jobs & budgets. Check About this report for date rules and coverage.

Historical links may require allocation review. For stock and mileage, follow the original inventory or mileage correction workflow.

Review inventory after upgrading

Open Inventory to see existing stock while the new inventory setup is pending.

Review exact values

1. Choose Set up inventory. Review value shows supported source postings or asks for an exact amount reconciled to the inventory asset account.

2. Enter the evidence or review notes and confirm. The confirmed item becomes selectable in opening stock.

3. Select the reviewed items, date and costing method. Review selected opening stock and confirm the setup.

Reviewing a legacy value preserves the stock quantity and existing postings. Advanced features remain a separate Settings choice.

Scan item barcodes with Local Books Companion on iPhone or Android

Install Local Books Companion from the App Store for iPhone or iPad, or Google Play for Android. In Local Books, set up inventory and enable Mobile inventory scanning for the company. Use a companion version that supports continuous scanning and sign in on both devices with the same staff account.

Connect and scan successive documents

1. Open a supported document such as an invoice, sales receipt or purchase order. Choose Connect phone under Mobile Scan, then open Mobile Scan on your phone. If the phone lists multiple desktop windows, select the one you are using.

2. Choose the customer or supplier on the desktop before scanning. For an anonymous sales receipt, select Walk-in Customer, or Anonymous Donor for a nonprofit receipt. The phone waits until the document is ready. Check the document shown on the phone before scanning.

3. Review the scanned lines and save in the desktop editor. When you finish the document and open the next eligible one in the same signed-in window, the phone follows it once you select the customer or supplier. Each document keeps its own lines.

Pause or disconnect

1. Choose Done on the phone to close the camera. To end the connection, choose Disconnect on the phone or in the desktop editor. Accepted scans remain available for review in the current editor. Choose Connect phone again when you want to resume.

2. Signing out ends the connection. Sign in again and connect from the desktop to start a new session.

> Assigned counts and other inventory tasks stay in Work on the phone. Disconnecting Mobile Scan leaves those assignments in place.

Inventory adjustments and asset imports

Use Items & Services for stock. Use Fixed Assets for long-lived equipment and other depreciable assets.

Correct inventory

1. Open the item's History and compare movements with the physical count and purchase/sales records.

2. Choose Adjust. Read the selected mode before entering quantity: adding a change is different from setting the quantity on hand.

3. Enter the reviewed unit cost and a memo explaining the count or correction. Post Adjustment once and recheck History and inventory value.

4. Changing the item's selling price does not correct inventory quantity or its recorded cost.

Import fixed assets

1. Create the appropriate Asset Types with approved account mappings, depreciation method and life or rate.

2. Choose Import CSV in Fixed Assets. The columns shown are name, asset_type, purchase_date, purchase_price, salvage_value and description.

3. Use the exact existing asset-type name. Review import results and every imported asset before running depreciation.

4. Compare the register with the ledger using Fixed Asset Reconciliation. Importing an asset list is not proof that opening acquisition and accumulated depreciation balances agree.

> Do not repeat an import after a partial failure without checking which records were created. Retain the source file and a pre-import backup.

Employer Payroll Settings

Complete Settings > Payroll > Payroll Settings from employer notices before calculating payroll.

Enter employer rates

1. Choose Add Employer Rates. Select the Work State and Effective Date from the employer notice.

2. Enter the assigned State Unemployment Rate as a percentage and its Annual Wage Limit in dollars. Do not substitute a national default for your assigned rate.

3. Enter the Federal Unemployment Rate After Credits. Select an exemption only when it actually applies; an exempt rate must be zero. Nonprofit company type alone does not establish an exemption.

4. For California, enter Employment Training Tax, including zero if exempt. For Washington, confirm employer paid-leave coverage and add each actual workers' compensation risk class with employee and total hourly rates.

5. For Oregon, confirm employer paid-leave coverage and Workers' Benefit Fund coverage. Record the notice or other supporting reference in Reference Note.

6. Review New Jersey company contribution coverage and New York UI, re-employment, disability and paid-family-leave facts when applicable. Company coverage applies without setting up every employee; use an exception profile only for an actual approved coverage group.

7. Save Payroll Settings. Add a new effective-dated entry when an assigned rate changes. Previously paid payroll retains its recorded amounts.

Review employee elections

1. In Employees > Edit, enter signed federal W-4 elections. Annual adjustments and extra withholding per pay period use different units.

2. Enter separate state filing status and allowances. California additional deduction allowances are separate from ordinary allowances. Extra state withholding is a dollar amount per pay period.

3. Record supported withholding exemptions and their end dates. An expired recorded exemption blocks calculation until reviewed. Federal withholding exemption does not exempt Social Security or Medicare.

New payroll calculations use supported 2026 rules only. Enter actual employer rates and coverage, not example values. See Shared worksite defaults and employee exceptions for municipal and occupational taxes; government filing and payment remain separate.

Payroll preparation and review

Complete employee setup before choosing Payroll > + New Pay Run.

Before calculating

1. In Employees, check active status, hourly or annual salary rate, pay frequency, hire details and approved withholding elections.

2. Review benefits, deductions, garnishments and PTO setup that applies to the pay period. Correct setup before calculating a new run.

3. Set Period Start, Period End and Pay Date. Uncheck employees who should not be included.

4. For hourly employees, enter the actual hours. The form's initial hours are a starting value, not a record of work performed.

5. Use Add Earnings Line for each distinct rate: regular, overtime, double time or paid leave. Enter the actual overtime rate, including an approved blended rate where needed. Paid leave is not worked time.

6. Alternatively, select Use approved time entries for hourly employees. Review the period summary and the approved, unpaid time records it represents.

Calculate, inspect and process

1. Choose Calculate Payroll. The run is created as a draft, not a bank payment.

2. Choose View. Check each employee's hours, gross pay, federal/state/Social Security/Medicare amounts, benefits, deductions and net pay. Review employer taxes and benefits separately.

3. For an unpaid draft, use Edit Draft with a Reason for Change to review and calculate a replacement, or Discard Draft if no replacement is wanted. Previous drafts remain in history and reserved time is handled by the correction workflow.

4. Choose Process only after approval. The confirmation states that journal entries will be created. Reopen the run and verify processed status and totals.

Process creates the payroll journal and records paid benefit balances. Changed inputs or another payment can make a draft stale; review and recalculate rather than retrying an old total. Use Payment Files on the processed run for ACH, checks or manual payment; this does not create another payroll journal.

Older drafts, loan balances and payroll history

The correction preserves historical payments rather than silently recalculating them.

Resolve an older draft

1. A draft created before this correction cannot be processed under the new rules. Review it and choose Discard Draft before calculating its replacement.

2. Some older drafts may already have reduced an employee loan balance. If the application identifies this case, calculation remains blocked until the remaining balance is reviewed.

3. Open Benefits > Enrollments. Compare the remaining balance with the actual loan record, enter the correct balance and save. A notes-only change does not resolve the required review.

4. Do not add back a guessed amount. A later manual correction may already have occurred. Previously deleted/voided drafts or missing enrollment history need separate reconciliation.

Review paid history

1. New processed payroll retains separate wage bases and benefit reporting details. Reports use those snapshots, not the employee's current elections.

2. Older payments without snapshots are reconstructed from retained evidence where possible and flagged for review. This does not correct tax originally withheld incorrectly.

3. Use Enter Prior Payroll for an actual earlier paycheck already in your accounting records. Copy original wage bases and deductions; do not recompute them with current elections. The entry updates payroll history without another journal or payment.

4. For an incorrect prior-payroll entry, use its replacement or retraction workflow with a reference and reason. Originals remain retained. Review already issued tax documents separately.

Year-to-date values on a pay stub stop at that payment, including the recorded order of payments made on the same date. Compare gross, total deductions and net pay before supplying a corrected historical statement.

Direct deposit: setup and bank submission

ACH file creation and bank submission are separate steps. Local Books does not send payroll to the bank automatically.

Arrange bank setup

1. Ask your business bank to enable payroll ACH origination and provide its required file format, company identifiers, funding-account instructions, approval process and cutoff times.

2. Have the bank confirm its required balanced or unbalanced PPD format. Use the bank's validation procedure before submitting a live payroll file.

3. Keep employee authorization and verified account instructions. Under Employees > Details > Bank Accounts, enter nickname, checking/savings kind, routing number, account number and the intended deposit type.

4. For one account, use Full. For a split, choose Fixed Amount and enter Amount ($), or Percentage and enter Percentage of Net Pay (%). Set Priority: lower numbers are paid first. Percentages use total net pay, not the balance left after fixed allocations.

5. Add Remaining Net Pay for the leftover amount; it is paid last regardless of its priority. Full receives the available net at its priority. Save Account, review the saved allocations and masked account endings, and verify that the eligible accounts cover the whole net payment before preparing ACH.

Submit the reviewed file

1. Save the bank-approved profile under Settings > Payroll > Payroll Settings > Payroll Payments. Process the approved run, open Payment Files, select ACH for the intended employees and prepare the files.

2. Compare the file's employee credits with the intended payroll recipients and net pay. The corrected exporter rejects a positive payment without an eligible account instead of silently omitting it.

3. Sign in to your bank's business portal, open its ACH/payroll file-upload service and upload the file. The bank's menu names and approval steps vary.

4. Review recipients, credit total, funding account and effective date in the bank preview. Complete the bank's approval step once, and retain its confirmation.

5. Track bank acceptance, settlement and any returns. If the upload times out, check bank status before uploading again. Correct rejected entries through the bank's procedure.

Use the bank's actual processing calendar and cutoffs. The requested effective date is used; if omitted, it defaults to the run's Pay Date. A new export gets a new daily file identifier, but does not cancel an earlier bank submission. Keep ACH files private.

Payroll payment files: ACH, checks and manual pay

Use Payroll > View > Payment Files after processing. File preparation records choices, not bank settlement.

Prepare the employee payments

1. Review the processed run and open Payment Files. Select Manual payment, ACH or Print check for every employee. ACH is available only when the company profile and employee accounts are eligible.

2. Enter each printed check number exactly as it appears on the preprinted stock. Enter a Payroll Payment Reference and, for ACH, the bank-approved effective date; blank uses payday.

3. Review all recipients, net amounts, methods and check numbers. Confirm the review and choose Prepare Payment Files.

4. Download the retained ACH file, check PDFs or employee pay statements as applicable. Reopening the preparation supplies the saved choices and files, rather than starting another payment.

5. Upload ACH through the bank's approved process. For checks, use letter-size bottom-check stock with two vouchers and print the check page at actual size. Print the attached detailed statement separately on plain paper.

6. Check alignment with a plain-paper test and the stock supplier/bank before printing live checks. The PDF uses preprinted stock; it does not create magnetic bank encoding or authorize a signature.

Errors and limits

1. A draft run returns an error requiring it to be processed. An unknown run returns not found. An unauthorized caller must sign in with the proper role or use an authorized token.

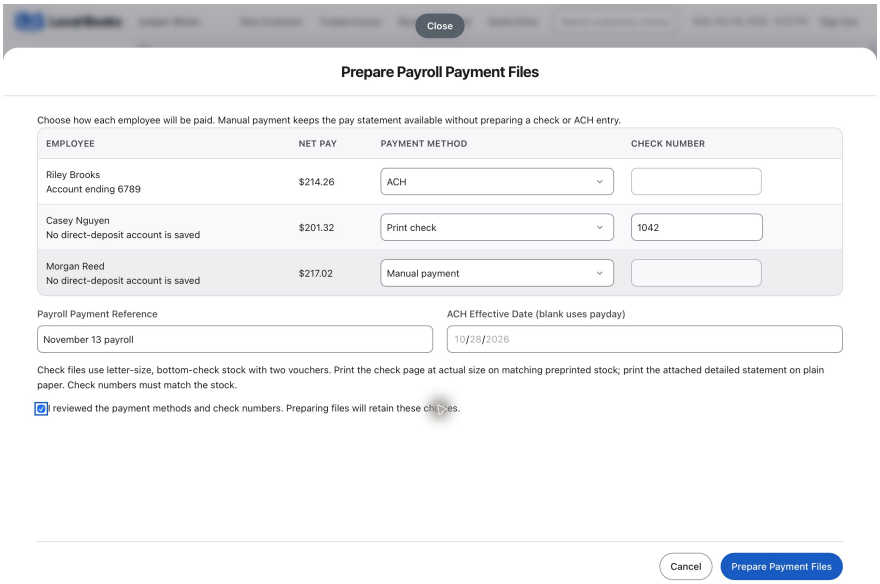
2. Incomplete split allocation can return an unallocated-net-pay error. Correct the employee bank configuration; do not reduce net pay to make the file pass.

3. A positive payment without an eligible account prevents export. Pending prenote accounts are not eligible. Resolve the intended payment method and bank setup before exporting; do not remove owed wages to bypass validation.

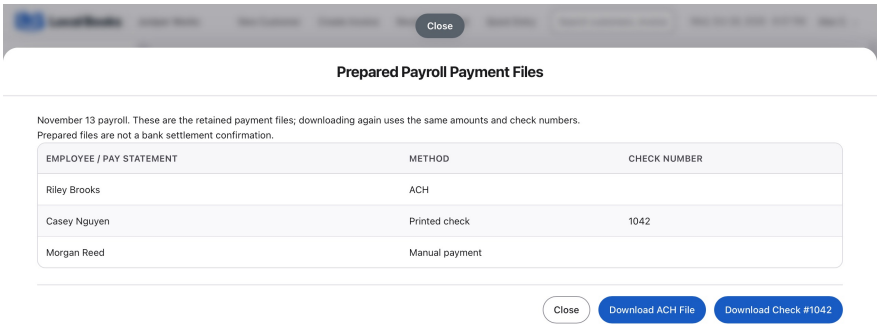
Do not upload or hand out a file twice. Downloading or reprinting does not cancel a previous bank submission or check. Manual payment keeps the statement available without adding an ACH entry or printed check. Confirm actual delivery outside Local Books.

Mixed payroll payment preparation example

Current fictional demo captures, October 28, 2026. Review methods and numbers before preparing files.



A processed run can mix ACH, a numbered check and manual payment.



The retained preparation supplies its ACH, check and statement downloads. Reopening or downloading does not submit a bank payment.

ACH origin fields and pay-stub access

Supply origin values assigned or approved by your bank. Do not guess identifiers from a check or an example file.

Save ACH Settings

1. Open Settings > Payroll > Payroll Settings > Payroll Payments > Set Up ACH Settings. Later changes use Edit ACH Settings. Select the bank's required File Type.

2. Destination Routing Number: the bank-approved nine-digit routing value. **Immediate Origin ID:** the approved nine-digit or exact ten-character origin identifier. A nine-digit value receives its required leading blank in the file.

3. Destination Bank Name and **Origin Name:** use the bank's required labels.

4. ACH Company Name and **Bank-assigned ACH Company ID:** use the approved company label and identifier. The ID is not guessed from the EIN.

5. Originating Bank Routing Prefix: the bank's eight-digit prefix. For balanced files, also supply **Employer Debit Account**, **Employer Debit Routing Number** and **Employer Account Type**.

6. Balanced includes the employer debit. **Unbalanced** leaves funding to the bank and hides debit fields. Save ACH Settings. When editing, a blank masked Employer Debit Account field keeps the saved account identified by its last four digits.

Obtain a pay stub

1. In Payroll > View, use Pay Stub on the employee row to download a standalone statement. Payment Files also supplies retained employee statements.

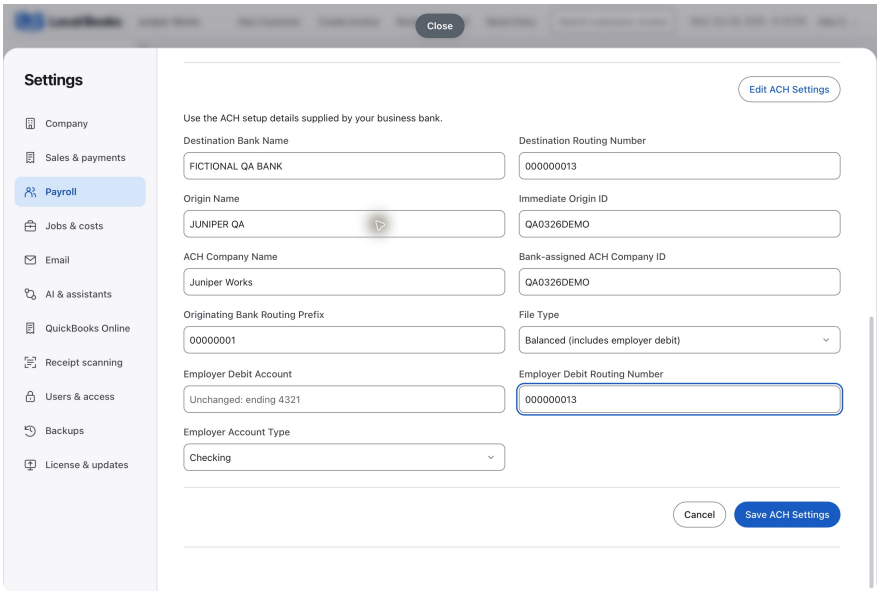
2. The employee portal lists Pay Stubs and Download PDF. If its protected download is denied, the payroll administrator should supply the PDF securely; do not weaken access controls to get the link working.

3. A pay stub explains gross pay, deductions and net pay. It is not a negotiable payroll check or proof that a direct deposit settled.

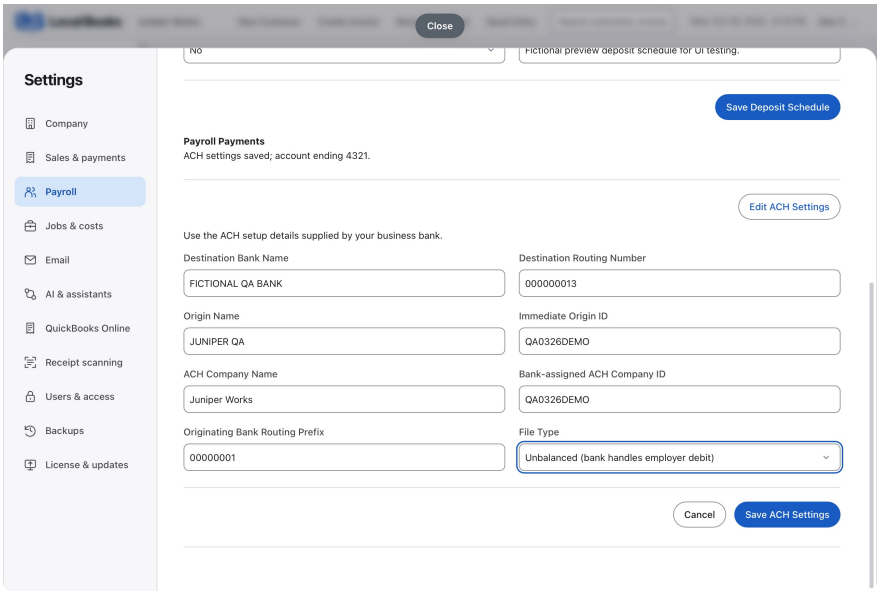
For bank format and effective-date background, see Nacha ACH File Overview. Bank-specific requirements still control acceptance. Source checked October 2, 2026.

ACH settings: balanced and unbalanced examples

Current fictional demo captures, October 28, 2026. Use your bank's actual instructions, not these example values.



Balanced ACH settings include the reviewed employer debit account.



Unbalanced settings hide the employer debit fields because the bank handles funding. The selected file type must match the bank's requirement.

Employee records, documents and onboarding

Use Employees > Details for personnel information. Use Onboarding for the checklist.

Maintain employee details

1. Use Edit for changes to contact information, pay setup, work/residence state and authorized withholding elections. Review annual versus per-pay-period amounts carefully.

2. Details shows payroll settings, portal access, E-Verify records, YTD totals, bank accounts and documents. Restrict access to authorized staff.

3. E-Verify records store case details and outcomes. Recording a case here does not itself submit an employment-eligibility verification to a government service.

4. For documents, use Upload Document with category when classification is needed. Choose the correct employee and confirm the uploaded filename and category in the list. Download verifies the retained copy; Delete removes it.

Complete onboarding

1. Open the employee's checklist. Review each task and retain its supporting form or document.

2. Mark a task complete only when the work is actually complete. For signable tasks, record the signature status after the required signature was obtained.

3. View Report displays the new-hire report data. Download Report produces its PDF. Review it and submit through the responsible outside process where required.

4. Do not interpret a complete checklist or a downloaded report as proof of government filing acceptance.

The ordinary employee form uses SSN Last 4; W-2 reporting review has its own protected full-identifier fields. A California statement can use the visible unique Employee ID when last four digits are unavailable; actual employer name and address are required. Keep personnel identifiers out of general notes and broad exports.

Time entry, approval and payroll use

Use Payroll & HR > Time Entries.

Log and approve time

1. Choose + Log Time and select Employee and Date. Enter Regular Hours, Overtime Hours and Double-Time Hours in their separate fields.

2. Choose the Job and Cost Code if the hours belong to a project. Enter a description and choose Log Time.

3. Review the saved draft and correct it before Submit. A reviewer uses Approve or Reject on submitted entries. Return a rejected entry to draft, correct it and submit again.

4. Enter actual hour totals. This is an hours-entry workflow, not a clock-in/clock-out integration. Approved or reserved time cannot be silently edited; release or correct it through the appropriate workflow.

Use approved hours

1. When creating a pay run, select the correct period and Use approved time entries for hourly employees. Review the displayed summary before Calculate Payroll.

2. Hours outside that period, not approved, or already paid are not the same as eligible unpaid time. Resolve missing entries before processing.

3. For job costing, use the job's Time tab and its Post to job action. Inspect its posted link and resulting cost entry before repeating a batch.

Payroll time and job-cost posting serve different purposes. Keep approval and correction references. Do not log the same hours again because an existing entry is awaiting approval or reserved by a draft.

PTO policies, enrollment and requests

Use Payroll & HR > Time Off. Set the policy before enrolling employees.

Set a policy

1. Choose + Add Policy. Enter Policy Name and PTO Type: Vacation, Sick or Personal.

2. Choose Accrual Method: Per Pay Period, Per Hour Worked or Annual Grant. Enter the corresponding rate, maximum balance and maximum carryover.

3. If booking a liability, enable that option and review the expense/liability accounts. Choose current-rate or average-rate valuation and the payout-on-termination setting according to your approved policy.

4. Add Policy. Use Edit for later authorized changes and review their effect before running accrual.

Enroll and maintain balances

1. Choose + Enroll Employee. Select employee and policy, enter the reviewed starting balance in hours and choose Enroll.

2. Use Run Accrual for the intended enrollment only when the accrual is due. Review the hours and dollar balance afterward.

3. Revalue restates the liability at the employee's current rate where applicable. It is not another grant of hours.

Handle requests

1. Choose + New Request, select employee and PTO type, then enter start date, end date, hours and notes. Submit Request.

2. Review the policy and balance before Approve or Reject. Check the resulting request status and balance.

3. Employees may submit requests through their portal. A request is not an approval merely because it appears in the list. Approved leave tracking is separate from paying leave: include the actual paid-leave earnings in payroll and review statement balances.

Use the employer's approved policy and current requirements. Do not use repeated manual accruals to correct an unexplained balance without reviewing prior activity.

Benefits: codes and dated rates

Use Payroll & HR > Benefits. Codes define the benefit or deduction before employee enrollment.

Create a code

1. Open Codes and choose + Add Code. Enter Code and Name. Select Deduction, Benefit or Both and the pre-tax/post-tax category.

2. Choose the employee and employer calculation methods. Enter the matching rates, effective dates, limits and any required match tiers. A dollar rate, percent and per-hour rate are different units.

3. Use Add tier for calculation bands. Ceilings are cumulative and must increase: wage bands use dollar ceilings and percentage rates; employer-match bands use contribution ceilings as a percentage of gross pay and the employer matching percentage. Read the displayed calculation summary before saving. Only the final band may have no ceiling.

4. Review the federal, state and FICA wage-reduction flags, employer-taxable treatment, sequence and balance tracking. For taxable employer benefits, select the taxes that apply and the W-2 code/retirement indicator when required.

5. Choose the employer expense account, liability account, remittance vendor and job-cost burden routing. Add Code.

6. Seed standard codes and Create default accounts are setup actions. Inspect what they add instead of assuming every default matches your plan.

Change rates without losing context

1. Choose Rates on the code. Review existing effective dates and the current employee/employer rates.

2. Enter Effective from and the new rates and caps, then Add Rate. Check the date carefully before the next payroll calculation.

3. Use Edit for code settings. Retire stops ongoing use of a code; it does not erase deductions already recorded on processed stubs.

This screen supports several calculation methods and tax treatments. Selecting Pre-tax alone is not proof that the benefit qualifies for every wage exclusion. Confirm plan settings before processing payroll.

Benefits: groups, enrollments and remittance

Use the Groups, Enrollments and Remittance tabs in Benefits.

Assign a group or individual enrollment

1. In Groups, choose + Add Group, name it and select the applicable codes. Leave a rate override blank to use the code rate, or enter the approved override. Save.

2. Choose Members, select the intended employees and Save Members. Review anyone already assigned to another group before moving them.

3. In Enrollments, choose an employee and + Enroll. Select the benefit code, dates and any employee/employer rate overrides, caps or loan balance.

4. For taxable employer benefits, enter Taxable employer benefit value per pay period when it differs from cost. Group-term life reported with W-2 code C requires this explicit value. Calculate the supported value from the applicable insurance rules; the app does not derive it from age and coverage.

5. Choose Enroll or Save. End terminates the selected enrollment; review its end date and the next run.

Pay the benefit provider

1. In Remittance, set Pay dates from and to, then Refresh. Review employee and employer amounts by provider.

2. If Create bill is offered, confirm the vendor, period and amount before using it. Inspect the resulting bill and existing remittances to avoid duplicates.

3. Use the normal Pay Bills workflow for that bill when payment is actually made. Creating a remittance bill does not send money.

4. Rebuild from stubs recalculates benefit YTD tracking from retained stubs. Use it for a reviewed reconciliation need, not as a routine retry for a failed payment.

Drafts preview benefits without reducing paid loan balances or adding paid YTD amounts. Processing records those changes. Changes to enrollment or rates do not recalculate a processed run; compare the next draft with the approved elections.

Garnishments and payroll tax outputs

Use Garnishments for deduction orders and Tax Forms for reporting review and retained documents.

Record a garnishment

1. Select the employee and choose + Add Garnishment. Enter Case Number and the correct Order Type.

2. Choose fixed amount per period or percent of disposable earnings. Enter the amount in the selected unit and set priority, with 1 first.

3. For child-support orders, set the second-family and arrears flags only from the actual order and employee facts. Add Garnishment.

4. Record effective dates, recipient, issuing authority and supporting order/reference. Review priority, protected earnings, current support/arrears and applicable state limits on a draft statement. Use Edit > Status to pause or reactivate only under the actual order; retained paid deductions do not change.

5. Open Payments to review accrued, paid and unremitted amounts. Record an actual remittance with payment date, bank account, reference and confirmation. This posts the bank/liability accounting; do not also enter a duplicate bank expense. Correct Payment Record retains its correction history. A deduction alone is not payment to the recipient.

Prepare payroll tax references

1. Open Tax Forms. Set the year and, for a quarterly form, quarter. Select the employee for an individual W-2.

2. Choose the review workflow: W-2 Employee Copies, Retained W-3 Totals, Annual FUTA or Form 941. Worksheets remain available for reconciliation; they are not issued employee copies or filed returns.

3. Compare totals with processed payroll and ledger reports. Arrange actual filing and tax payment separately and keep acceptance confirmations.

Use the detailed reporting and correction procedures later in this manual. Retained copies preserve the reviewed document. Filing, tax deposits and garnishment payments require actual external action and evidence.

Employee portal access

An administrator manages each employee's portal under Employees > Details > Portal Access.

Provide access

1. Confirm the employee's identity and email. Generate the token or use the available link controls, then deliver the private link securely.

2. Copy Link copies access information; Email to Employee needs working SMTP. A link using localhost is only reachable on the host computer.

3. For offsite access, the deployment administrator must provide a secured reachable service. Do not forward a router port or expose a payroll database just to make the link work.

4. Rotate Token when a link is exposed or access must be reissued. The previous link is invalidated.

What employees can do

1. Profile lets the employee review and save the permitted contact fields. It does not grant payroll-administrator rights.

2. Pay Stubs lists the employee's stubs and PDF links. If a protected download fails, ask the payroll administrator for the document.

3. PTO lets the employee review balances and submit requests. Requests still need approval.

4. Bank Accounts supports Full, Fixed Amount, Percentage and Remaining Net Pay. Enter Amount ($) or Percentage of Net Pay (%) when shown, and Priority. Review the saved allocation and masked account ending; the payroll administrator must verify complete net-payment coverage and account eligibility before live use.

> An employee portal link is a credential. Do not paste it into general notes, screenshots, a public help request or another employee's message.

Reseller permits and verification

Open Reseller Permits and select the customer or vendor covered by the permit.

Keep the permit record

1. Choose the new-permit action, identify the party, jurisdiction, permit number and validity dates, then save the record.

2. Retain the supporting certificate and its scope. A permit in the list does not automatically establish tax treatment for every transaction.

Verify and record the result

1. Choose the verification workflow. Review the permit number, business name, Tax ID and expiry information before opening the state lookup.

2. Use the supplied lookup link or locate the official state tax-agency service when no link is available. Confirm the result on that service.

3. Return to Local Books, enter your name or initials and choose the valid/Mark Verified action or invalid/Mark Inactive action that matches the result.

4. Review the recorded status and date. Repeat verification when your policy requires it or the permit changes.

Opening a lookup does not verify the permit automatically. The operator records the result. Do not mark verified solely because the number was entered without an error.

Email setup and templates

Open Settings > Email > Email (SMTP), then Email Templates.

Configure outgoing mail

1. Obtain SMTP Host, Port, Username, approved Password or app password, and TLS requirements from your mail provider.

2. Enter From Email and From Name for your business, then Save Settings. Send Test Email sends to the saved From Email, falling back to the SMTP Username. Confirm that you can receive mail there before using it.

3. Check receipt and formatting. If delivery fails, review the exact error, provider authentication requirements and recipient before trying again.

Edit an email template

1. Use Seed Default Templates only when defaults are needed. Select Edit on the intended template.

2. Edit Subject Template and Body Template. Preserve required placeholders and valid HTML/template syntax. The Name and Type identify the template and are read-only.

3. For invoice templates, select a sample invoice and preview the rendered message before saving.

4. Supported invoice placeholders include {{ invoice.invoice_number }}, {{ invoice.total }}, {{ invoice.due_date }}, {{ customer_name }}, {{ company.company_name }}, {{ doc_label }} and {{ pay_url }}. Use the displayed currency and date filters where needed.

5. Save Template. Open an invoice email preview and check the actual recipient, subject, message and attached invoice document before sending. The document preview is read-only and does not send mail or prepare a payment link.

> Template preview is not delivery. Do not include private API keys, bank passwords or employee information in reusable templates.

Online payment configuration

These settings configure invoice collection. Banking > Stripe activity and Square activity separately review imported sales, fees and payouts. Neither workflow purchases a Local Books license.

Choose and configure the provider

1. Use your business's own approved merchant account. Keep the provider disabled until its credentials, payment page and confirmation path have been configured.

2. Stripe uses Restricted API Key and, for server delivery, Webhook Secret. Publishable Key is not required for its hosted invoice-link workflow. Use the appropriate sandbox/live environment and Connect Stripe to verify account/mode.

3. PayPal uses Environment, Client ID, Client Secret and Webhook ID. Sandbox and Live are different environments.

4. Square uses Environment, Access Token, Location ID, Webhook Signature Key and the exact Webhook Notification URL registered with the provider.

5. Save Settings after changes. Verify Square merchant/location/environment with Connect Square. Follow the detailed Stripe/Square procedures for permissions, clearing/fee accounts and import review.

6. A deployment administrator must arrange a secured reachable webhook receiver for automatic server confirmation. A closed desktop cannot receive callbacks; prepared Stripe/Square hosted links still collect independently.

Use and reconcile payments

1. Open an invoice and use Copy Payment Link or its email workflow. Confirm that the link is reachable by the intended customer, not just on your own computer.

2. Use Check Payment Status where offered to inspect an existing checkout. Check for an already-recorded payment before manually adding one.

3. Reconcile the processor's gross payment, fees and bank deposit separately. A checkout confirmation is not necessarily the final amount deposited to checking.

> Do not enter live credentials into a test workflow or expect a localhost-only desktop to receive public callbacks. Provider account setup and network deployment are prerequisites, not completed by selecting Enabled.

Maintain Other Contacts

Open Settings & Data > Other Contacts for a person or organization that is not a customer, vendor or employee.

Create or edit a contact

1. Choose + New Other Contact and enter the name. Add company/primary contact, email, phone, mobile, alternate phone, fax, website and postal address as needed.

2. Save the record. Use Edit to correct details. Phone entry may format recognizable North American numbers; extensions and unrecognized/international values are preserved.

3. Use the Active/Inactive control to retain a record that is no longer current. Reactivate it when appropriate; deactivation does not delete it.

Use the contact reports

1. Open Other Contact List for current contact and postal details, or Other Phone List for recorded phone numbers.

2. Choose Active records only when needed, then Print, Save PDF or Save CSV if your permissions allow.

Other Contacts remain separate identities. They are not automatically converted into customers, vendors, employees or financial payees; private notes are not included in the reports.

Record company To Do items

Open To Do below Dashboard for shared company business follow-ups.

Create a task

1. Choose New To Do. Select Call, Fax, E-mail, Meeting, Appointment or Task; choose priority and enter a description and required due date.

2. Add the optional local due time when useful. Link a customer/job or vendor only when the task concerns that record; the link is not an assignee.

3. Save the task and check its due date, description and association in the list. Use the Done checkbox in the list to complete or reopen it quickly.

Update and review

1. Use the Done checkbox in the list to complete or reopen the task. Choose Edit to change details or set its separate Active/Inactive status; reopening a completed task does not automatically reactivate it.

2. Open History to review retained changes. In Reports, use To Do Notes to filter by due date, type, priority, association, completion and activity, then save or export the permitted result.

To Do is a shared business task list. It does not send email, synchronize with a calendar, assign employees or serve as HR onboarding. Access to linked task content also depends on access to its customer, job or vendor.

Set up Sales Reps and review sales

Open Customers & Sales > Sales Reps, then Reports > Sales by Rep Summary or Detail.

Create a representative

1. Choose + New Sales Rep and select a supported employee, vendor or Other Contact identity. Check the displayed person and save.

2. In customer details, set a Sales Rep default only when it is appropriate for future sales. Existing sales keep their saved assignment.

3. When entering or editing a sale, inspect its representative field. An explicit Unassigned choice is different from a missing historical assignment.

Run Sales by Rep

1. Choose Summary or Detail and an inclusive date range. These reports use accrual accounting and signed pretax document lines.

2. Review credits and the running balance in Detail. Use available Print, Save PDF or Save CSV actions when authorized.

Saved attribution on each invoice, sales receipt or credit drives the report. Sales by Rep is not a commission calculation or a cash-basis report.

Record and bill manual mileage

Open Accounting > Vehicles & Mileage. Use the Trips, Vehicles and Expense Rates tabs to maintain trip records and setup.

Set up vehicles and rates

1. Add the vehicle and enter the reviewed identifying details. Add the appropriate dated mileage expense rate; do not substitute a guessed rate.

2. Inactive vehicles remain available for historical trip display. A missing applicable rate is reported as missing, not assumed to be zero.

Record a trip

1. Choose New Trip and enter positive miles, trip dates and business purpose. Optional start/end odometer values must agree with the miles entered.

2. Add notes or customer, job, class and service item details when they apply. Mark a customer trip billable only when the customer should be charged.

3. On Trips, choose Bill Mileage. In Invoice Outstanding Mileage, select the customer, invoice currency, trip end-date range and invoice date. Select the intended trips and review the amounts, then choose Create Invoice from Selected Trips. The invoice is created and opens in the invoice editor next, where you can review it and add other items before saving further changes.

Review or correct

1. Use Mileage by Vehicle or Mileage by Job Summary/Detail to review saved trip and billing information. Reports offer the authorized print/PDF/CSV actions.

2. To correct a billed trip, use its explicit correction/release flow and reason. Do not delete the invoice line or assume voiding the invoice releases the trip automatically.

Mileage entry is manual; it does not record GPS location or automatically post an expense. The reports show operational trip and invoice records, not reimbursement, tax or general-ledger expense totals.

Connect Stripe and choose posting accounts

Start in a disposable company and separate Stripe sandbox. Import and hosted collection share one verified account/key.

Prepare a restricted test key

1. Create a dedicated rk_test_ key. Import needs Read access to Accounts, Balance, Balance Transactions, Customers, Checkout Sessions, PaymentIntents, Charges, Refunds and Payouts.

2. Set Accounts > Read explicitly in the key editor's Connect section, even for your own merchant. Account verifies identity; Balance verifies Sandbox/Live mode. Balance Read alone is insufficient.

3. Hosted links also need Payment Links Read/Write, Products Write, Prices Write and Checkout Sessions Write. PaymentIntents Write is unnecessary. Itemized review needs Checkout line items and subscription Invoices/Invoice Payments read access; no invoice creation, customer write, refund or payout initiation.

Save, connect and check identity

1. Settings > Sales & payments > Online Payments > Stripe: select Enabled, enter Restricted API Key and Save Settings. Publishable Key is unnecessary for hosted links. Preserve saved masked secrets unchanged.

2. As administrator, Banking > Stripe activity > Connect Stripe: check account and Sandbox/Live mode. Saving is not verification; connecting creates no contacts/journals. Key/account/mode changes need reconnection after outstanding collectors are cancelled/reconciled.

Choose posting accounts

1. Chart of Accounts: create/select Stripe Clearing, Asset with an unused asset-range number, not Bank, Credit card or Accounts Receivable. Create/select Stripe Processing Fees, Expense.

2. In Stripe activity select Stripe clearing account and Merchant fee expense account; Save posting accounts before collection/reconciliation. Keep clearing separate from Square and Undeposited Funds; settings do not reclassify history.

Protect keys/backups; never share secrets. Correct missing permissions, not by substituting unrestricted access. Live use needs separate credentials/signing secrets and verified account activation.

Review Stripe customers and record simple payments

Sync stages activity for review; it creates no contacts, items, invoices or journals.

History and customer matching

1. Back up; compare prior Receive Payment entries, sales receipts, fees and deposits. Import from filters source dates, not opening balances. Choose Sync Stripe.

2. Customers > Match or create: choose Existing customer or explicitly Create a new customer, check name and Save customer. Company/account/mode IDs are reused, not names/emails. Guest IDs do not prove new people. Local invoice captures use existing customers; mapping never approves sales.

Simple approval

1. Payments, fees and payouts > Review: leave Simple recording selected. Choose income or Add split for actual income and tax totaling gross. A $110 payment containing $100 sales and $10 tax, with a $3 fee, records $107 clearing and $3 fee expense.

2. Check customer, date, gross/fee/net and accounts; Approve and record, then View entry. Never add another payment/fee. Linked invoices settle Accounts Receivable once; feed reconciliation adds remaining fee/clearing effects, not income again.

Exceptions and sandbox checks

1. Exclude already-booked activity: source remains, no journal is undone. Restore returns to review. Replay protection does not detect every historical manual duplicate. Review uncertain capture, disputes, missing evidence or unsupported currency without guesses.

2. Supported external refunds use explicit Simple allocations, not inferred returned items. Local-invoice refunds need separate Stripe action/accounting review. Local Books issues no refunds; a local void is not a refund.

3. In sandbox complete a fictional hosted invoice with test card 4242 4242 4242 4242, future expiry and three-digit CVC, never a real card. Verify one payment; repeat status/sync/approval without duplication.

Hosted settlement requires USD invoices/USD home books. Activity requires a supported two-decimal currency matching home currency; no silent foreign-currency conversion.

Record Stripe sales by item or service

Itemized recording is optional; Simple remains the default. Neither creates a duplicate invoice.

Load supported details

1. Items & Services: find/create the needed local item and assign income. Only active, non-inventory items qualify; import never reduces stock or calculates cost of goods sold.

2. Stripe activity > Review > Itemized recording > Load Stripe line details. Paid Checkout or fully paid subscription evidence must match this capture with complete lines. Partial/multiple payments, prorations, off-Stripe invoice payments and ambiguous allocations require review.

Map and approve

1. Select Local item / service for every line; check quantity, subtotal, discount, actual tax and gross. Remember this mapping for future reviews: choose verified price/product, then Save item mapping. Price overrides product fallback; company/account/mode mapping is not approval.

2. Choose actual tax liability when needed. Income account fallback applies only if no account is assigned, not an invalid/inactive one. Discounted income plus tax equals gross; fees stay separate. Approve and record retains immutable lines with one journal; later captures still need review.

Fallback and item summary

1. Unavailable supported details: Use Simple recording or Enter item lines manually when offered. Enter known quantity, income excluding tax and actual tax, never estimates. Manual lines are sale-specific, without invented remembered product/price IDs. Available provider lines must remain complete, not be replaced.

2. The approved Stripe item-sales summary covers itemized imports only, not Simple/local invoice sales. Unassigned refunds are separate; totals are not net sales after refunds. Local invoice captures cannot become another item sale or stock movement.

Verify intended subscriptions, refunds, payouts, delayed methods, permissions and offline recovery separately in sandbox. One payment does not prove every workflow.

Match Stripe payouts and collect hosted invoices

Payouts transfer clearing to checking; hosted payments settle existing invoices.

Payout and SimpleFIN match

1. Review captures first: five $100 sales with $15 total fees and no tax produce $500 income, $15 fees and $485 clearing. Stripe determines payout membership; do not manually regroup.

2. Sync Stripe after payout; Review negative-source payout, select actual receiving Bank and Approve and record. This records a transfer, not a payout request. Bank Feeds (SimpleFIN): map the same checking account, Save mapping and Sync Now; its credential is separate.

3. Match the existing transfer by account/amount/date, not Add income. Inspect auto-matches; one bulk payout matches one deposit. Make Deposits uses Undeposited Funds, not clearing; never expense funds awaiting payout to force zero.

Hosted link and status

1. Save a USD invoice with balance due; choose Copy Payment Link or Email Invoice. Select Stripe if multiple providers have no saved choice; never share parallel collectors. Online preparation creates a buy.stripe.com link usable while the desktop is off. Preview reads an existing link; sending prepares it. Do not edit its amount or single-use settings.

2. Online, Check Stripe payment status records verified capture once; excess stays unapplied customer credit. Before edits, manual payments/credits, void/write-off or switching, check status and Cancel Stripe payment links when permitted. Cancellation is not refund; offline/pending/uncertain/unrecorded captures block changes.

Secured server confirmation

1. Register https://your-secured-host.example/api/payments/stripe/webhook for checkout.session.completed and checkout.session.async_payment_succeeded; save Webhook Secret. Verify signed delivery in sandbox. Only verified paid sessions record; completed-but-unpaid/browser success is not proof.

> Webhooks cannot reach localhost or a closed desktop. Never expose an unsecured workstation: automatic recording needs secured reachable hosting; otherwise check/reconcile online. Collection while closed is not automatic bookkeeping.

Connect Square and choose posting accounts

Start in a disposable company and separate Square sandbox merchant/application. Import and hosted collection are distinct choices.

Token, location and permissions

1. Get sandbox access token and same merchant's Location ID from Square Developer Dashboard. Import needs MERCHANT_PROFILE_READ, PAYMENTS_READ, CUSTOMERS_READ and PAYOUTS_READ.

2. Itemized adds ORDERS_READ and ITEMS_READ. Hosted links add ORDERS_READ, ORDERS_WRITE and PAYMENTS_WRITE for creation/cancellation; retain import reads. Local maps need no Customers/Items Write. Import initiates no refund/payout; Connect verifies, not OAuth sign-in or extra grants.

Save and verify

1. Settings > Sales & payments > Online Payments > Square: select Sandbox, enter Access Token/Location ID and Save Settings; enable Square Payments for hosted collection. Preserve saved masked secrets unchanged.

2. As administrator, Banking > Square activity > Connect Square: verify merchant/location/Sandbox. Saving alone is not verification or posting. Activity uses company/merchant/location/environment; customer/catalog maps use company/merchant/environment with verified sources at selected location. Token/environment/location changes need reconnection after collector cancellation/reconciliation.

Posting accounts and live preparation

1. Chart of Accounts: create/select Square Clearing, Asset with unused number, not Bank, Credit card or Accounts Receivable. Create/select Square Processing Fees, Expense. In Square activity choose both accounts; Save posting accounts.

2. Keep clearing separate from Stripe and Undeposited Funds; settings never reclassify history. Live use needs a production-activated account, separate credentials/signature keys and verification on your installation.

Protect tokens/signature keys and backups. Correct exact missing permissions instead of broadening access to bypass errors. Keep sandbox and production separate.

Review Square customers and record simple payments

Sync stages activity for review, not contacts, items, invoices or journals. Posting needs a proven completed card capture and date in USD home-currency books.

History and customer matching

1. Back up; compare prior receipts/payments, fees and deposits. Import from filters activity, not opening balances or manual duplicates. Choose Sync Square.

2. Customers > Match or create: choose Existing customer or explicitly Create a new customer, check name and Save customer. Names/emails do not merge contacts; guest payment IDs do not prove new people. Reused maps still require approval; local invoice captures retain their existing customer.

Simple approval

1. Payments, fees and payouts > Review: leave Simple recording selected. Choose income or Add split for actual income and tax totaling gross. A $110 payment containing $100 sales and $10 tax, with a verified $3 fee, records $107 clearing and $3 fee expense, not $107 sales.

2. Not available fees are not zero: wait for Square data or fully verified payout evidence proving fees. Check customer, capture date, gross/fee/net and accounts; Approve and record, then View entry. No duplicate payment/fee or linked-invoice income.

Exceptions and sandbox checks

1. Exclude booked/unsuitable activity: source remains, no journal is undone; Restore returns to review. Cash/external tender, unsupported asynchronous/non-card capture, application fees and legacy payment/order matches need review.

2. Supported completed external refunds use Simple allocations and proven fee/return evidence. Local-invoice refunds/uncertain adjustments need separate Square action/accounting review. Local Books initiates no refund; local void is not proof.

3. In sandbox verify hosted browser payment, capture/date, replay/cancellation, maps, actual fees/payouts, bank match and recovery. API/test-panel capture is not a hosted-browser test; missing fees are not zero.

> Sync is not approval or settlement. Replay protects integration records, not every older manual entry. Verify intended refund/payout/outage handling separately.

Record Square sales by item or service

Itemized review links external sales to existing Items & Services, without a second invoice or stock change.

Complete Order evidence

1. Find/create the needed local item and assign income; import creates no local items or Square catalog entries. Only active, non-inventory items qualify: no stock, valuation or cost-of-goods adjustment.

2. Square activity > Review > Itemized recording > Load Square line details. One full capture needs complete supported Order quantities, discounts and tax reconciling to gross. Select Local item / service for every line.

Mapping and approval

1. Remember this mapping for future reviews: This variation for verified catalog variation, or This catalog item as fallback. Save item mapping; variation overrides item fallback. Maps create no items and approve no later payments.

2. Choose actual tax Account. Income account fallback applies only when no income account is assigned, not an invalid/inactive one. Discounted income plus tax equals gross; fees stay separate. Approve and record retains item detail and one journal.

Fallback and summary limits

1. Unavailable supported Order detail: use Simple recording. Enter item lines manually is offered only for eligible captures without Order identity; enter known quantity, income excluding tax and actual tax. Lines are sale-specific without invented remembered catalog IDs. Available provider lines cannot be replaced to bypass verification.

2. Split tenders, partial orders, returns, tips, service charges and unsupported inclusive-tax/discount combinations are not guessed into item sales.

3. Approved Square itemized sales covers imports only, not Simple/local invoice sales. Unassigned refunds are separate, without guessed quantities/tax; totals are not net sales after refunds. Local invoice captures cannot become another item sale or inventory movement.

Itemized is optional; Simple remains the default. Review each capture, including item/account deactivation since the prior sale.

Match Square payouts and collect hosted invoices

Record payouts as transfers; verify individual invoice captures, not aggregate Order status.

Payout and bank match

1. Review captures first: five $100 sales with $15 verified fees and no tax produce $500 income, $15 fees and $485 clearing. Square determines membership; do not manually regroup.

2. After settlement, Sync Square; Review verified paid negative-source payout, select actual Bank and Approve and record. This transfers clearing to checking, not a payout request. Map SimpleFIN to the same checking account, Sync Now and Match by bank/amount/date, not Add income; inspect auto-matches.

3. Or Find bank match on the posted payout: confirm eligible deposit, no new journal; matched/reconciled rows are excluded. Failed/negative payouts, unknown adjustments/unproven fees need review. Make Deposits uses Undeposited Funds, not clearing; never expense a remainder to force zero.

Hosted link and capture

1. Save a USD invoice with balance due; choose Copy Payment Link or Email Invoice. Select Square if multiple providers have no saved choice; never share parallel collectors. Online preparation creates a page usable while the desktop is off. Preview reads an existing link; sending prepares it. Do not edit generated Square requests.

2. Online, Check Square payment status verifies capture, order and date, not browser success. Gross settles Accounts Receivable through Undeposited Funds; feed reconciliation moves it to clearing with proven fee once. Excess remains unapplied credit. Before edits, manual payments/credits, voids, write-offs or switching, check status and Cancel Square payment links. Cancellation is not refund; offline, pending, uncertain or unrecorded captures block changes.

Secured server delivery

1. Register payment.updated at https://your-secured-host.example/api/payments/square/webhook. Save Webhook Signature Key and exact Webhook Notification URL; host/trailing-slash differences invalidate signatures. Verify signed delivery/recovery in sandbox.

Signed delivery retrieves fresh payment/order evidence for stored invoices, sharing status-check replay protection; no unrelated sale approval or guessed fees. Closed desktop/localhost needs later online reconciliation or secured reachable hosting, never unsecured exposure.

Users, roles and integration tokens

Sign in as an administrator and open Settings.

Manage users

1. Under Users & Permissions, enter Username, Display name and Password. Choose Bookkeeper, Read-only, Custom staff permissions or Admin, then Add User.

2. A custom user starts with no access. In that user's row, choose Edit permissions. Select an optional Quick preset or configure each area as No access, Read-only, Full access or Custom. Expand Choose individual actions for finer control, review Effective access and choose Save permissions.

3. Give each person their own account. With multiple active users, sign in using the username and password. Adding users does not change the licensed edition or enable remote access.

4. Use the listed role/status controls for authorized changes. Reset Password sets a new password for that user; deliver it privately.

5. After changing a role or permissions, have the person save any permitted work, sign out and sign back in to refresh the available pages and buttons. Removed access is enforced on the next request, even before sign-out.

6. Deactivate an account when access is no longer needed. Keep at least one usable administrator account.

Manage API access

1. Under API Tokens, enter a descriptive Label and choose the minimum required Role. Create Token.

2. Copy the secret when it is displayed and store it securely. The complete value is shown only once.

3. Supply it to the authorized integration as a Bearer credential over the intended protected connection. A token does not host the application or create a remote connection.

4. Revoke a lost, exposed or unused token. API tokens cannot create users or manage other tokens, even with Admin role.

Review activity

1. Open Audit Log and select table, action and dates. Inspect the user, record ID and old/new values.

2. Integration changes identify the token label. Use the source record to investigate; Audit Log is not an Undo screen.

Bookkeeper is for daily books, not unrestricted payroll or administration. Read-only does not grant confidential HR access simply because it is a read operation. Custom grants are explicit; Full access does not include separately granted sensitive data or owner-only settings.

Analytics periods and optional AI

Open Analytics & AI. Ordinary analytics do not require an AI account.

Read the selected scope

1. Choose the Period and inspect the displayed dates. Revenue, expenses, margin and customer/category breakdowns use that selected period.

2. Revenue Trend remains a last-12-month chart. It does not become a year-to-date chart when you change the period selector.

3. Read aging and forecast labels separately. A forecast is not a posted bank balance or a guarantee of collections.

4. Use the available PDF/CSV export for the intended view and check its labels before sharing.

Configure and request AI analysis

1. In Settings > AI & assistants > AI Insights, choose a supported provider and model. Enter its required credential and provider-specific fields.

2. Test the connection, then save. Leaving an existing key blank keeps it; Remove deletes it. API access may have separate provider billing.

3. Back in Analytics, choose the offered analysis and run it when needed. A result can remain cached while you switch screens; read its period and generation information.

4. Compare suggestions with reports and source records. The analysis does not itself post suggested accounting entries.

> Only send financial information to a provider you are authorized to use. AI Insights does not provide consumer-chat subscription OAuth or a direct local-model connection. External assistant connections have a separate company-authorization workflow.

Use AI Assistant in Local Books

Use the AI Assistant in the sidebar for help using Local Books and for supported tasks in the open company.

Connect and select a model

1. Open Settings > AI & assistants > AI Assistant. Select a provider and start its connection. Finish the authorization in the browser or follow the approval instructions shown in Local Books.

2. Native macOS and Windows hosts offer ChatGPT, Grok and OpenRouter. The Linux Server distribution offers OpenRouter. A browser deployment can offer ChatGPT when an administrator configures a registered connection.

3. Select a model in the dropdown to use it in chat. The selection saves automatically. Use Disconnect to remove the provider connection.

Ask for guidance or request a change

1. Open AI Assistant. Ask a specific question, such as How do I reconcile a bank account? The assistant can look up the Complete User Manual for the version of Local Books you are running and name the relevant chapter.

2. For a supported task, describe what you want to do and verify any details the assistant asks for. Use the plus button to add a photo or PDF for receipt work. Review the resulting entry and the source document.

3. Use Change permissions next to the plus button. Ask for approval lets you review proposed changes, then choose Confirm and save or Discard. Approve automatically allows requested changes to save within your own company permissions.

4. To keep topics separate, start a new chat. Use Rename or Clear chat from the chat header when needed. Clearing the chat does not undo saved entries.

The assistant can explain procedures that you still need to perform yourself. Available company actions depend on your sign-in permissions. If a control is missing, check your app version, company mode and access before proceeding.

Connect, review and stop an external assistant

Open Settings > AI & assistants > Legacy assistant connections (MCP) as the intended company administrator. Existing legacy connections continue working during the transition. A future Local Books update will retire them. To switch, open Settings > AI & assistants > AI Assistant.

One installation, separate company permissions

1. Install the connector once for each assistant application and computer user profile, not once per company. An administrator must approve access separately inside each company. Permission does not carry into another company, even when the administrator names match.

2. Open the intended company yourself. The assistant cannot open, create, select or switch companies. Access remains limited by the approving user's current company role.

3. Use a separate assistant conversation for each company. Ending access does not erase information already returned to the assistant or saved in its conversation.

Start setup and verify the request

1. Confirm the company name, then select Enable assistant connections. Enabling alone grants no assistant access.

2. Under Connect an assistant, choose the Assistant application and select Open connection setup. Follow any availability message; do not copy credentials or overwrite client settings to work around an unsupported installation.

3. The pending connection request appears automatically during setup; a manual refresh is not required. Compare its code with the setup progress code. Approve only a request you started; its displayed name alone is not proof of identity.

4. Select permissions for the required areas using the separate read and write controls. Unselected permissions are Not allowed. Ask for approval requires a separate review of each request. Allow reading permits selected reads; Allow without an extra approval permits selected changes without another Local Books prompt. Your assistant may have its own confirmation rules.

5. Choose an expiry of 1, 7, 30 or 90 days, or Never expires. Never expires removes the scheduled expiration, not the company and permission limits; you can disconnect at any time. Check I started this request and verified code, then select Approve selected permissions. Wait for pairing and client setup to finish.

6. Under Saved assistant connections, select Resume assistant, then reconnect or restart the assistant so it starts a new connector session. An already-open chat may need a new chat to load newly registered tools. Ask it to identify the current company; do not create duplicate connections just to retry.

Check readiness and resume after reopening

1. Authorized - not resumed for this open company means permission exists but access has not been resumed. Ready for the assistant - a live session is not confirmed means Local Books is ready, not that the assistant has connected.

2. Closing the company stops access. Reopening even the same company requires explicit Resume and a new assistant session; the old session does not automatically follow it.

3. To use another company, open it yourself and approve a separate authorization there, or explicitly resume its existing valid authorization. Reinstalling the connector is not required.

4. If setup fails after approval, refresh and inspect existing authorizations before starting again. Disconnect unwanted authorizations rather than repeatedly approving new requests.

Review an action before approval

1. For Ask for approval permissions, a review popup opens automatically from any page. It waits if another dialog is open. Dismissing it does not approve anything or repeatedly reopen that request; reopen dismissed reviews in Settings > AI & assistants > Review assistant requests. Check the company, assistant, action, all submitted fields, required conditions and any file details. This screen can contain sensitive financial or employee information.

2. Check I reviewed the company, action, and all submitted details, then select Approve this request, or select Reject request.

3. Approval does not execute the transaction: it permits the assistant to complete that same request. Changed details require a new review, and an expired approval cannot be reused.

Stop access or remove permission

1. Edit permissions > Save permissions changes a saved connection without pairing again. Read and write remain separate; Not allowed removes access. Payroll includes employees, benefits, deductions, onboarding, time entries, time off and tax forms. Expand Permissions and connection details to inspect saved choices.

2. Stop assistant access > Confirm stop access stops all assistants for the open company while retaining saved authorizations. Enable and explicitly resume them when needed. Closing the company also stops access without undoing completed work.

3. Disconnect > Confirm disconnect revokes that authorization and removes it from the connection list while retaining audit history. It does not uninstall the connector or revoke another company's authorization. A disconnected or expired authorization requires fresh approval.

4. Cancel request cancels unfinished pairing. It is not the same as disconnecting an already-authorized assistant.

An error or lost reply does not prove that nothing changed. If an operation has an uncertain outcome, inspect the relevant records and activity before taking further action. Do not repeat a write under a new request merely to obtain a successful reply. The saved request receipt helps prevent duplicate execution; it does not guarantee that every interrupted operation was rolled back.

Connect ChatGPT with hosted MCP

Use this separate setup when you want ChatGPT to access the currently open Local Books company through its hosted MCP connection.

Before you start

1. Sign in to Local Books as an administrator and open the intended company. Keep Local Books running with that company open while you use ChatGPT; the connection is limited to this company and your company role.

2. Your ChatGPT account or workspace must offer custom MCP connectors with OAuth. Availability and menu labels vary; Local Books cannot enable a ChatGPT feature that your account or workspace does not offer.

3. Open Settings > AI & assistants > Legacy assistant connections (MCP). If needed, choose Enable assistant connections. This enables setup but does not grant ChatGPT access.

Approve this company in Local Books

1. Under Connect an assistant, choose ChatGPT in Assistant application, then select Open connection setup. Wait for the request to appear under Connection requests - review permissions. Confirm that it is the request you just started and that the company and confirmation code match.

2. Choose permissions for each area. Read and write are separate: Allow reading permits selected reads; Ask for approval requires a separate Local Books review for each selected change; Allow without an extra approval permits selected changes without another Local Books prompt. ChatGPT can still show its own confirmation before a tool call.

3. Choose an expiration, review the request, check I started this request and verified code, then select Approve selected permissions. This approves the requested permissions once for this company; the OAuth sign-in in ChatGPT completes the connection but does not authorize another company. Repeat setup and review separately for another company; never approve a request you did not start.

Finish OAuth in ChatGPT

1. In ChatGPT, add a custom MCP connection that uses OAuth and set its server URL to https://assistant.localbooks.software/mcp. If your ChatGPT account does not offer custom MCP setup, stop here; do not substitute an API token or paste credentials into Local Books.

2. When ChatGPT opens the Local Books sign-in page, return to the Local Books setup panel and select Get connection code. Enter the displayed one-time code on that sign-in page. The code expires after two minutes; if it expires, request a new one and continue the sign-in flow.

3. Finish the authorization in ChatGPT and follow any ChatGPT confirmation shown there. Back in Local Books, wait for the status confirming that an assistant request reached the open company. You can then ask ChatGPT to identify the current Local Books company. Pairing alone does not confirm that a tool request reached the company.

Keep access current and control it

1. Keep Local Books running with the intended company open while using the hosted connection. Closing the company or stopping the app interrupts access. After reopening Local Books, open the intended company and explicitly enable or resume its saved connection; a new app process starts paused and does not automatically resume it.

2. For a saved connection, select Resume assistant in Saved assistant connections, then use ChatGPT reconnect if prompted. If ChatGPT has not loaded the tools in an existing conversation, start a new conversation. Resume reuses the saved company permissions; do not create another connection just to retry.

3. Use Edit permissions to change the saved read and write choices, then save. For Ask for approval, inspect the company, action and submitted details in the Local Books review popup before approving or rejecting; ChatGPT confirmation and Local Books approval are separate controls.

4. To pair ChatGPT again, choose Get connection code on its saved connection. Local Books resumes the connection if necessary and displays a fresh two-minute code. Enter it only on the Local Books sign-in page opened by ChatGPT; an API token is not a pairing code.

5. To end this authorization, select Disconnect completely and confirm. This remains available while assistant access is stopped. Local Books removes its access and retains the audit history. The ChatGPT connector entry may remain in ChatGPT, but it can no longer use this Local Books authorization. Reconnecting after disconnect requires fresh setup and company approval.

This is a hosted ChatGPT connection, not a desktop-connector registration or an AI Insights API-key setting. Access is company-specific and remains subject to Local Books permissions, ChatGPT account availability and ChatGPT confirmation controls.

Nonprofit reports and donor documents

Use Nonprofit company type and consistent funds and functions before relying on these reports.

Review nonprofit reporting

1. Statement of Activities reports activity across the selected period. Statement of Financial Position reports the position at the selected date.

2. Fund Balances separates fund activity and balances. Statement of Functional Expenses separates program, management and fundraising functions.

3. Use Compare to prior year where offered and verify comparable periods. Missing tags can leave activity outside the category you expected.

4. Pledge Report tracks commitments. A pledge is not a cash receipt; review unpaid and fulfilled amounts separately.

Issue donor documents

1. Review the donor name, gift date, gift type and any goods/services information before generating an acknowledgment.

2. For in-kind gifts, describe the property accurately. Do not assign the donor's deductible value in the acknowledgment.

3. For Year-End Giving Statements, choose the year and review output before emailing. The batch email confirmation applies to qualifying donors for that year.

4. Check email preferences and results before resending. Keep the acknowledgment with the supporting gift record.

Post allocations and releases

1. Preview the selected allocation rule and period. Inspect the source pool and proposed targets before Post Allocation.

2. For a restriction release, confirm the donor condition was met before using a suggested amount. Review fund and ledger balances after posting.

3. Use the recorded allocation or release Void workflow for an approved correction. Do not run the same period again as an unexplained workaround.

Nonprofit mode changes vocabulary and workflows. It does not establish tax-exempt status or determine whether a donor restriction or deduction qualifies.

Exports, migration and recovery boundaries

An export, migration and recovery backup serve different purposes.

Choose an export

1. CSV Import/Export handles the displayed contact/item list types. Its separate chart import button uses administrator-only Preview and Import; it does not import balances or journals. None of these exports is a complete company backup.

2. QuickBooks Files offers the supported IIF export sections and Export All. Confirm the intended receiving system supports those records before importing them there.

3. Reports produces PDF/CSV output for review and analysis. Exported report totals do not retain all transaction relationships.

4. QuickBooks Online Export writes to the connected QuickBooks company. Confirm direction and company before using it.

Move a company carefully

1. Choose a cutoff and retain source reports. Use a separate test company for the first migration.

2. Run the supported file validation or Dry Run, correct errors, then import the intended scope once.

3. Compare Trial Balance, Balance Sheet, P&L, unpaid invoices/bills, stock and record counts. Identify attachments, settings and relationships not transferred.

4. Do not also post opening balances for amounts already imported. Keep the original system or archive until the transition is verified.

Import just the account structure

1. As administrator, open Chart of Accounts > Import, or the chart import button in CSV Import/Export. Download the template or select a supported CSV/hledger account list.

2. Choose Replace the seeded chart only if intended: omitted unused accounts can be deactivated, but controls and accounts with history stay. Preview writes nothing. Review every create, update, keep, skip and deactivate action; correct all errors.

3. Import the valid reviewed changes. The same file, options and company are retained for that request. A file/option or server-chart change requires a new preview. Verify the resulting chart before entering balances or transactions.

Recover after failure

1. Use Settings > Backups > Backup / Restore > Create Backup. Choose a backup password of at least 12 characters, confirm it, then Download the completed .lbbackup. Keep the file away from the live computer and retain its password safely.

2. New company archives include saved receipts, attachments, logo and encrypted-field recovery. Older database-only backups require the original uploads and encryption configuration separately.

3. Open the company to replace, or create another company to preserve it. Ask other users to disconnect and finish any active QBO import. Choose Restore from File, select the backup, enter its password and type RESTORE. If a named source/destination mismatch appears, verify that specific replacement or cancel; older name-only evidence is explicitly uncertain.

4. Known older SQLite schemas upgrade in a private staged copy; a failed upgrade leaves the current company and original backup unchanged. Unknown/newer recorded revisions refuse. Read legacy-unstamped notices rather than assuming an upgrade occurred. PostgreSQL requires its normal server migrations/restart after compatible restore.

5. After success, reopen Local Books and sign in with the backed-up account. Verify records, receipts and logo. Restoration replaces a point in time; it does not merge later work.

> Never delete company files or reinstall over the data directory to resolve a license, import or update problem. Report the exact error without sending passwords, tokens or unredacted bank files.

Shared worksite defaults and employee exceptions

Record employer facts once in Settings > Payroll > Payroll Settings. Residence and signed elections remain individual facts.

Review the company worksite

1. Set the actual company work state and dated employer coverage/rates. Use the physical tax jurisdiction, not a postal city or ZIP-based guess.

2. For Ohio, add a Shared Work Location version with earning-period coverage, physical site and boundary/withholding reference. If municipal withholding is required, save the reviewed municipality, collector, rate and ordinary qualifying-compensation policy under Ohio municipal withholding.

3. For New York, review company Yonkers worksite facts and employer contribution coverage. For Pennsylvania, Detroit, Birmingham or Boone, expand Advanced local-tax settings and Add company settings / replacement. Enter the actual review date, first paycheck date and retained official-rate/worksite reference.

4. Pennsylvania uses the actual work PSD, published resident/nonresident EIT rates and LST amount/threshold. Detroit uses actual employer coverage and reviewed work allocation. Birmingham uses reviewed ordinary compensation at the published 1% rate. Boone uses reviewed gross compensation, school-worksite and TIF facts.

Record only necessary individual facts

1. In Employees > Details, use the applicable state/local record controls. Pennsylvania needs the signed residency certificate and any actual LST exemption; Detroit needs DW-4 facts or its explicit missing/refused-certificate fallback. Boone school tax needs actual individual school-district residence when the worksite levy applies.

2. Ohio IT 4 exemptions and school district/type are employee-specific. Municipal work exceptions, under-18 facts or requested residence/courtesy withholding need reviewed evidence. New York NYC/Yonkers residence and IT-2104 elections are individual; differing work allocations need an exception.

3. Birmingham employees at the reviewed ordinary company worksite need no copied rate setup. Add employee allocation evidence only for partial/outside work. Other profiles inherit shared work facts but do not inherit a guessed residence.

4. Save a new dated record when facts change. Paid originals retain the old evidence. Review a new draft and its separate state, school and municipal/occupational lines; do not set missing tax to zero to bypass a review.

The supported profiles are finite, not a nationwide local-tax finder. Mobile/multiple-worksite allocations, special compensation and obligations not covered by a reviewed profile need the specific facts requested by the app. Do not activate a city profile for employees outside its actual scope.

Federal and state withholding records

Use signed employee certificates and retained employer notices, not copied values from another employee.

Federal elections

1. In Employees > Edit, enter Form W-4 (2020+) filing status, multiple-jobs election, dependent credit, annual other income/deductions and extra withholding per paycheck. Use the form's actual units.

2. For a continuing unchanged pre-2020 federal W-4, open Details > Retained pre-2020 federal W-4. Record the original year, filing choice, allowance count, extra amount, receipt/applicability dates and source reference. Do not convert allowances into guessed modern dollar elections.

3. When a modern certificate replaces a legacy one, use the dated record controls to end legacy treatment for the appropriate future paychecks. Preserve the original form and old payments.

State certificates and notices

1. Select actual Work State and Residence State. Use the dedicated certificate button shown in Details or the state-specific fields in Edit. Copy filing choice, allowances, annual deductions, extra withholding and supported exemption dates from the actual form.

2. Where a required certificate is absent, record the offered no-certificate choice only when it is true. The state's prescribed fallback is not a general permission to select zero withholding.

3. Review special instructions shown for certificates, rate classes, withholding notices, county or school facts. A Connecticut DRS notice, Maryland MW507/county, Ohio IT 4/school or New York IT-2104 record cannot be replaced by a generic federal election.

4. Save and inspect the dated history. Calculate a new draft; review any actionable message about missing facts or prior excess withholding. A record change does not rewrite paid history or automatically refund overwithholding.

Retain the actual certificate and notice. The application records its elections and effective context; entering them does not constitute government submission or an employee signature.

Pay schedules, earnings and separate supplemental pay

Use the actual earning period, rate and payment classification before calculating.

Set a reusable calendar

1. Open Payroll > Pay Schedules > Add Schedule. Enter its name, frequency, reference period end and payday; set semimonthly cutoffs where shown.

2. Assign employees whose pay frequency matches, then Save Schedule. Upcoming Payroll offers the next run. Review holidays and the actual payment date every time; the calendar does not submit or process automatically.

3. Once a calendar has been used, create a new schedule to change its dates/frequency and leave the old one inactive. A run-level date change does not alter the saved calendar.

Price actual earnings

1. In New Pay Run, choose Pay Calculation: regular hours/salary, Specified gross amount, Itemized earnings and rates or Approved time entries. For itemized pay, Add Earnings Line for each rate and type. Enter actual overtime/double-time rates; do not count paid leave as worked hours.

2. Withholding Treatment distinguishes Regular wages, Supplemental wages and Regular wages plus bonus or commission. For mixed pay, enter Additional Bonus or Commission once, separate from regular earnings.

3. Select Supplemental Method when applicable. Flat rate when eligible is not a universal state/local override; the calculation checks federal eligibility and uses the relevant state method.

4. Complete the jurisdiction-specific payment questions shown. California distinguishes bonus/stock-option from other separate pay. Maryland distinguishes annual/lump-sum bonus and ordinary commission with its source and actual period. Ohio traditional-school calculations share the printed exemption once across actual same-period payments; earned-income districts use their own basis.

5. Review gross, taxable wage bases, benefit allocation, withholding and net pay before Process. Authorized integrations can use POST /api/payroll/gross-up for a reviewed target-net preview; there is no desktop gross-up button. Supply the actual payment/period and jurisdiction facts, then review the returned gross and taxes before entering any new payroll. The preview does not save or process a run.

Utah and Arkansas separate supplemental payments remain bounded where their instructions do not establish the required allowance/timing allocation; use a supported ordinary/combined method or obtain the needed review. Do not invent a method or change dates to evade the guard.

Correct an unpaid draft or recoverable paid payroll

Keep the original calculation and use the correction action matching the record's status.

Unpaid and imported records

1. For an unpaid run, choose Edit Draft, enter Reason for Change, correct the actual entries and calculate a replacement. Review it before processing; the prior calculation remains visible.

2. Use Discard Draft when the draft should not be paid. Reserved time is released through the workflow. Old drafts that require loan-balance review must be reconciled from loan records first.

3. For actual outside-system paychecks, use Enter Prior Payroll, one employee/pay date at a time. Copy all original wages, taxes, hours and benefit reporting detail, including explicit zero amounts. Confirm the accounting is already recorded, Review Prior Payroll, then save the reviewed entry.

4. Use Replace Prior Payroll Entry or Retract without Replacement for an erroneous imported entry. Retain a unique correction reference, reason and tax-document review. These actions do not issue a new payment.

Reverse a recoverable payment

1. On a processed run, choose Correct. Check the original payment, supporting records, loan balances and any recorded garnishment payments.

2. Reverse Pay Run only when the payment was not delivered, was stopped or was returned. Enter the correction reference and reason; provide reviewed corrected loan balances when automatic restoration is not established.

3. Confirm payment recovery and review of tax deposits, returns, benefits and garnishment remittances. Reverse Pay Run retains the original and posts its reversal; it does not retrieve money from an employee or cancel a bank file.

4. Review any replacement payroll separately. Correct actual tax filings/remittances through their own workflows; previously recorded garnishment payments remain recorded and must be reconciled before another payment.

A retained W-2, return or payment file is not silently regenerated when payroll changes. Review those documents independently. Never reverse delivered wages just to obtain a different tax calculation.

W-2 employee copies, W-3 totals and corrections

Open Payroll & HR > Tax Forms. Start from reconciled paid payroll and the actual reporting identity.

Issue and retain employee copies

1. Choose Year and Employee, then Review W-2 Employee Copies. Verify actual legal names, full SSN, employer EIN and mailing addresses in the protected reporting form.

2. Review annual boxes, state/local rows, Box 12 codes, retirement/statutory/third-party-sick flags and any supporting historical adjustments. Payroll may have different federal, state, local and FICA wage bases.

3. Enter Records checked and reconciliation notes. Preview PDF, confirm identity/totals and employee delivery review, then Retain Issued W-2. Download Employee Copies and deliver them securely.

4. Reprints use the exact retained document, not current employee settings. Review Retained W-3 Totals from the selected issued copies; a Payroll Worksheet is separate reconciliation output.

Correct or prepare a filing

1. Open Correction History on the issued statement, then Prepare Correction. Choose the actual prior document and whether it was filed as W-2, W-2c or not filed. Review prior/corrected identity and amounts against records actually submitted.

2. Review withheld-tax restrictions and required certifications, preview and Retain Correction. Originals and successive corrections stay linked; corrections to issued copies do not change payroll withholding.

3. Prepare SSA File from the retained W-3 selection or Prepare SSA Corrections from eligible retained W-2c copies. Verify structured names/addresses, actual BSO submitter ID, totals and sensitive-file handling.

4. Production commercial SSA export requires the real assigned NACTP vendor ID. Until that assignment is bound and verified, the export is gated; no customer should supply a fictional vendor code. Submission and acceptance occur through the authorized external process.

Employee copies, worksheets and SSA files have different purposes. Protect full identifiers and retain delivery/submission confirmations separately; no generated document proves SSA acceptance.

Form 941 review, payments and 941-X corrections

Use Tax Forms for quarterly reporting and tax-obligation review, with actual agency evidence.

Reconcile and retain Form 941

1. Select year/quarter and Review Tax Obligations. Compare paid payroll liabilities with actual deposits and applied credits. Review Recorded Payments to record evidence only after the agency transaction and its accounting are already recorded.

2. Choose Review Form 941. Verify employer/signatory identity, employee count, wages, withholding, FICA wage bases, adjustments and any supported credit.

3. Review deposit schedule/lookback facts, any next-day trigger and dated liability allocation. A liability date is when wages were paid, not when a deposit was made. Enter explanations and Records checked.

4. Review Totals, Download Review PDF and confirm before Retain Reviewed Copy. Reopen Retained Form 941 Copies for the exact saved PDF.

5. After actual external filing, open Filing History and Record Submission with date, method, receipt/file reference and confirmation that the submitted details match. Correct Recording fixes a mistaken app evidence entry, not an IRS return.

Correct a filed return

1. Choose Form 941 Corrections and the latest filed retained copy. If missing, record its actual external filing evidence first. Choose Review Correction.

2. Review corrected amounts, adjusted-return versus claim process, discovery/planned-filing dates, deadlines, employee-tax repayment/consent certifications and explanation under the current instructions.

3. Review and retain the 941-X copy. File the signed return and required attachments externally, then record evidence. The earlier filed copy and payroll remain unchanged.

The correction workflow supports its stated ordinary domestic-employer lines; worker reclassification, aggregate returns and legacy leave-credit cases need separate review. Prepared or retained status is not payment, signature or agency acceptance.

Annual FUTA review and retained Form 940 evidence

Tax Forms > Review Annual FUTA reviews the calendar year without repricing paid payroll.

Review and save

1. Select the year and review total employee payments, FUTA-exempt categories, employee-cap excess wages and recorded deposits/applied credits. Resolve historical gaps with the original payroll register.

2. Include every state where unemployment tax was required. Allocate FUTA wages, not each state's larger unemployment wage base; enter the actual annual credit-reduction rate and source/year for each state.

3. Choose State unemployment credit: full timely coverage, all excluded, or worksheet for partially excluded/late-paid wages. The worksheet uses actual eligible employer contributions and assigned experience-rate periods, not employee deductions, penalties or voluntary contributions.

4. Review quarterly liability allocation, overpayment treatment and supporting references. Review the result, confirm totals and save the reviewed copy. Saved FUTA Reviews reopens it unchanged and downloads a clearly marked review PDF.

Retain outside filing evidence and amendments

1. Final 2026 Form 940 artwork and annual material must be published and accepted before final-year output is enabled. The saved review is useful reconciliation, not a substitute final signed return.

2. After filing a separately prepared final signed return outside the app, use the saved review's external evidence action with actual submission details and retained-file/receipt reference.

3. For a filed-return amendment, open the linked amendment review and enter complete corrected amounts plus an explanation. Retain the new review; it does not replace the old one or amend with the IRS.

4. Correct External Evidence Recording only for a mistaken app record. The original entry remains in history; correcting evidence does not cancel an actual filing.

Use the correct year's final government form and instructions when filing. Saved calculations, evidence entries and hashes do not establish acceptance or payment.

State wage files, payments and payroll records

Use the agency profile actually offered in Tax Forms; withholding calculation is separate from state filing.

Prepare supported wage files

1. Open State Wage Files, choose the agency profile and reporting quarter, and enter the actual employer account, FEIN/reporting unit and other required profile fields.

2. Review employee identifiers, wage allocations and any requested quarter-work facts. Include eligible employees with no payment only when the agency profile explicitly requires and supports those facts.

3. Review Wage File, inspect totals/warnings, confirm the required agency-specific scope and Retain Reviewed File. Download the retained artifact and upload through the agency's approved process.

4. These profiles prepare specified employee wage imports, not every state return, PEO report or government submission. Keep the agency receipt and reconcile rejected records before another upload.

Reconcile state payments and retain records

1. Review State Tax Payments, select actual state/tax and period, then Review Recorded Taxes. Record real deposits or applied credits with their evidence and already-recorded accounting confirmation.

2. Where a due-date field is offered, enter the actual agency notice/schedule date and reference; do not infer a filing deadline from payday or a federal schedule.

3. Compare state/local liabilities with retained payroll, including separate school and municipal rows. Resolve unresolved history rather than inserting a guessed zero.

4. Keep approved time, earning-rate detail, certificates, payroll originals/reversals, employee statements, benefit/garnishment remittances and issued/retained tax documents with protected backups.

Downloads and evidence records do not transfer funds or file with a state. Protect full identifiers and bank files, and apply the employer's record-retention policy.

Review and close an accounting period

Open Accountant Review in the company whose books you want to review.

Review the ledger and record your work

1. Choose the start and end dates and select Run review. The Working Trial Balance uses posted ledger balances in the company currency. Earlier adjusting entries are included in the beginning balance. The Adjustments column contains entries dated within your selection.

2. Open an account to see the underlying ledger when you have transaction report access. Open its workpaper to add a reference or notes, assign a reviewer, or mark it reviewed. Needs recheck means the ledger for that account changed after review.

3. Choose Save review snapshot to keep the balances and workpapers as they appear when you save. Open that copy from Saved reviews. Run review again to see later changes.

4. Use Make adjustment to open a journal entry within the selected period. Check both sides of the entry before saving. Open Working Trial Balance in Report Center to save a report configuration and rerun it later.

Correct transactions and open balances

1. Use Reclassify for eligible journal, expense, bill and invoice lines. Choose the new account or class, select the lines, and review the proposed changes before posting. The original document remains in place and a linked journal records the new classification.

2. Use Write-offs to find eligible open invoices. Review existing credits and enter the amount to write off on each invoice. Posting creates applied credit memos and records the amount in Bad Debt Expense. Reverse a batch from Recent write-offs when its source balances remain unchanged.

3. Use Payments & Credits for current unapplied amounts. Apply a native payment or credit in the company currency to an eligible open document for the same customer or vendor. Use Allocation history to unapply an eligible recorded allocation. This changes the open document balance without moving the original money.

4. For example, if you applied $40 of a $100 payment to the wrong invoice, unapply the $40 in Allocation history, then apply it to the right invoice for that customer. The $100 receipt stays recorded.

5. Open the original record for foreign-currency applications, discounts and imported or older allocations. Missing allocation dates cannot be recovered from a payment date alone.

Share work with an accountant

1. In Handoff, export a dated review package with a password. Share the file and password separately. The file contains the working balances and eligible ledger classifications that your permissions allow.

2. Open a review package in Local Books, prepare adjustments, reclassifications or notes, and download the encrypted return. The preview is separate from the active books.

3. Back in the original company, open the return, inspect each proposal and its accounting effect, and select proposals to apply. A conflict means that a relevant record changed or the proposed date is

unavailable. The company can continue working while the package is out.

Close the period

1. Run Period checks and review each issue. Use the source reports to investigate any differences or unknown history.

2. An administrator can close through the selected end date. When issues remain, record why the books are ready to close. Closing protects dated changes on or before that date.

3. Manage the date and any permitted override password in Company settings. An override is recorded in the audit trail. Review the affected workpapers after any permitted correction.

> Working Trial Balance uses the posted ledger. A balanced report or a completed workpaper does not establish that every transaction was recorded. Review packages are Local Books files and cannot be opened by QuickBooks.

Move a QuickBooks Desktop company to Local Books

Use QuickBooks Files > Open Desktop migration. This workflow reads a Windows QuickBooks Desktop company and creates a new, separate Local Books company. It is independent of QuickBooks Online and the existing IIF/report-CSV imports.

Before you begin

1. Back up QuickBooks. Keep its installation and records until the migrated books are checked. This workflow creates a separate company; it does not merge with earlier IIF or CSV imports.

2. Use a Windows computer with QuickBooks Desktop installed and the company accessible. The helper checks US Desktop SDK compatibility; it cannot read a .QBW or backup by itself or run on a Mac. Local Books may run on Windows, Mac or Server.

3. As a Local Books administrator, open QuickBooks Files > Open Desktop migration > Download signed Windows helper. Transfer it to the QuickBooks computer if necessary. Its publisher is Bedrock Group LLC; do not run it if signature verification fails.

4. On Windows, open File Explorer > Downloads to find the helper, or open the folder you chose when saving it. If you downloaded it in a browser, the browser's Downloads list can show its location. The helper is an application; it is not the .lbqbd transfer file you will upload later.

1. Create the encrypted migration file

1. In QuickBooks, open the correct company as its administrator. Switch to single-user mode, finish other work and leave that company idle until extraction finishes.

2. Run the downloaded Local Books helper. Confirm the correct company is open, choose a new .lbqbd destination, and enter the same password twice. Use at least 12 characters and keep the password safely; it cannot be recovered.

3. Write down the full folder and filename you chose for the .lbqbd file. It will be saved there, not necessarily in Downloads or beside the helper. Keep this location with your migration notes so you can find the completed file for upload.

4. Start extraction. Approve read-only application access inside QuickBooks; do not enter its password or an API key in the helper. The helper reads records and reports without changing QuickBooks or uploading data to our servers.

5. If QuickBooks contains payroll history, its administrator must also allow the migration application to read the personal/payroll data needed for those historical entries and supported employee profiles. If that permission is withheld, the helper stops rather than silently omitting payroll postings. This does not activate or purchase a payroll subscription.

6. Keep QuickBooks idle until completed-file confirmation. Cancellation, source changes or unverifiable required reports prevent completion. Resolve any stated issue, then retry with a new destination.

7. Securely transfer the completed .lbqbd file to Local Books and keep its password separately. After successful migration, remove the temporary helper if no longer needed; retain the protected source backup and transfer file.

2. Upload and check

1. Return to Open Desktop migration. Browse to the saved folder you wrote down, choose the completed .lbqbd file, enter its password, and select Check migration file. If you transferred it to another computer, use the copied file's location there. Do not select the helper application, an IIF, CSV, .QBW or QuickBooks backup here.

2. Wait while Local Books privately checks source identities, postings, account balances, open customer/vendor balances and inventory evidence. A mismatch is not hidden with a balancing entry.

3. Review the company name and cutoff, account list, review notes and Detailed coverage. Native records are usable documents; ledger links refer to original postings; Evidence only means retained source information rather than a recreated editable record. These counts overlap, so do not add the columns together.

3. Review and create the company

1. If several source accounts can serve the same purpose, choose defaults for future documents. This does not combine accounts or change historic document links or balances. Inactive source accounts stay inactive; an empty active default may be retained when needed for new work.

2. Enter the new company name, re-enter the transfer-file password and confirm that you reviewed the accounts and coverage. Choose Create separate company once. Your currently open books are not replaced or switched.

3. If confirmation is interrupted, open the saved review. Resume company creation uses the already accepted name and account choices. If it says the company was already created, open that company instead of beginning another import.

4. In the desktop app, open Companies and choose Open Company for the new company, then complete sign-in when prompted. On Server, have the administrator configure a separate deployment for the returned database name; the existing server connection is unchanged. Complete sign-in setup in that deployment.

5. Before using the migrated books, compare Trial Balance, Balance Sheet, Profit & Loss, customer/vendor aging and inventory values with QuickBooks for the same cutoff and basis.

> Do not import the same history again through IIF, CSV or QuickBooks Online. Discard this review removes only an uncreated staging review, not the source file or existing companies.

Desktop migration: transferred records and ongoing use

Read Detailed coverage before creating the company: balanced books do not mean every source record is editable. Local Books 0.3.17 expands the supported employee, contact, item, document, time, order and budget mappings described below.

What transfers and what remains source evidence

1. Supported posting accounts remain separate with their numbers, names, hierarchy, active state and balances. Customers, vendors, items and supported sales/purchase documents retain exact source identities and links. The full source posting is recorded once; a linked invoice, payment or credit does not post the same money again.

2. Supported inventory quantities and values retain exact historical evidence. Assembly stock can be retained as a stock item; its component recipe remains source evidence, not a manufacturing workflow. Historical payroll postings remain journals, not new payroll runs, employee tax setup or tax forms. Receipt attachments and customized QuickBooks templates are not copied.

3. Foreign-currency documents retain their currency and historical exchange rates while ledger/report amounts are in the home currency. Cash received on an original invoice is included in its paid amount, not imported again as a separate payment. Later payments and non-cash discounts remain separately identified.

4. An unpaid QuickBooks item receipt can appear in Bills with an Unbilled receipt label. This means the goods were received but the supplier bill had not been received at import; its original payable and inventory posting are retained once. Do not enter the same purchase again. A verified fully refunded customer credit stays settled against its historical refund check, not a new payment to send.

5. Imported financial fields are protected when changing them would break retained source accounting. Use the document's supported payment, credit or void workflow; do not add an extra journal to imitate a payment already present. Read any refusal rather than bypassing it with a second import.

6. For an independent imported QuickBooks journal, open Journal Entries and choose View. Void appears in its detail only when the retained source and accounting can be verified. Imported invoices, bills and other documents must use their own screens; unsupported historical entries remain available for review without a generic Void action.

7. Unsupported or contradictory financial evidence blocks completion. The review identifies source information without a matching Local Books feature.

Employees and payroll setup review

1. Supported identity, contact, employment, pay-frequency and earnings details map into Employees profiles. Separate earnings rates and supported expense-account links stay separate.

2. Before new payroll, open each employee and complete setup review using original pay records and withholding certificates. Verify rates, work/residence states, tax elections, benefits and leave. Defaults are not source evidence; missing settings are not inferred.

3. Use Payroll > Enter Prior Payroll to review the required prior-pay-date history and year-to-date totals, then complete the employee's final payroll cutover review. Historical payroll journals already in the ledger are not new pay runs or tax forms. Do not post those wages and taxes a second time. Ordinary employee-profile saves do not enable payroll.

Items, units and dated source snapshots

1. Review imported items in the existing item editor. Supported purchase descriptions, preferred vendors, barcodes, manufacturer part numbers and stock limits map to their fields. Parent/class relationships and assembly components remain readable source relationships; they do not create a new assembly or pricing engine.

2. Imported unit definitions and document-line unit snapshots preserve the original quantity and rate basis. Quantities and rates remain base-unit values. Do not multiply an already imported quantity by a related-unit ratio again; use the existing unit converter where offered and review its base-unit result.

3. Source on-hand, order and sales-order quantities and average costs are dated snapshots, not live availability. Reconcile stock quantities and exact values before ongoing use; rounded average cost does not prove an exact stock value. Unknown values stay unknown.

4. Retaining unit definitions, assembly components or advanced inventory source facts does not add FIFO, assembly-building, location, serial or lot workflows. Read any unsupported-source notice rather than assuming the retained information enables a new operation.

Document details, imported orders and budgets

1. Supported public custom fields and address details carry into existing documents. Review the printable addresses, country, delivery notes and shipping details before sending a document. Custom fields appear on outward-facing PDFs only after an explicit visibility choice; source print visibility is not assumed. Retained tax codes or tax-inclusive flags do not configure future tax calculations by themselves.

2. Open Imported Order History from QuickBooks Files. It is read-only: original order quantities, prices, closure facts and linked invoices remain visible, but this view does not create, review, close or fulfill orders. A source quantity or document link is not permission to invoice the same work again.

3. Imported dimensional budget plans are read-only history, separate from manual budgets and their variance report. Only selected fiscal years are covered. Source amounts and differing previously stored values stay distinct.

Historical time is not new payable time

1. Supported historical time appears in the existing time list with its original duration, worker/job/item links and supplied billing flags. It is retained history, not an approval that the time is unpaid or still billable.

2. Imported history is excluded from payroll selection and summaries. It cannot be edited, approved or posted as new job costs. Before re-entering hours as payable or billable, check original payroll and invoices; a missing or false billing flag does not prove nonpayment.

> Keep your original QuickBooks records and protected transfer file. A migration is not permission to discard source records or supporting receipts.

Office computer setup

Use Local Books Office to connect approved Mac or Windows workstations to a host running the Desktop app. This is distinct from Shared Server setup.

What Office sharing includes

The host counts as one of five computers; up to four other computers can connect. Mac and Windows computers can work together in one office. Activate the Desktop license on the host. Approved workstations do not need separate license keys. Multiple staff accounts on one approved computer use one computer place.

Set up the host

1. On the computer holding the company files, keep Local Books open and the computer awake while workstations are connected. The display may sleep. For a laptop host, connect power; leave its lid open unless you have configured a supported closed-display setup.

2. Open Settings > Users & Access > Office computers and turn on Allow approved office computers to connect.

3. Keep the host and workstations on the same trusted office network. Ethernet is recommended for the host; trusted Wi-Fi also works. Guest Wi-Fi or client isolation can prevent computers from reaching each other. Most workstations discover the host automatically. Use Connection details on the host as a fallback if discovery is blocked.

4. For each workstation, choose Add computer and share the one-use connection code with its setup person. Codes expire after two minutes and can only be used once; create a fresh code if needed.

Signing out of your staff account on the host does not stop office sharing. Another staff member can sign in without permission to manage office connections. Keep Local Books running; quitting the app or putting the host to sleep interrupts access.

Keep the host awake

On a Mac laptop, use System Settings > Battery > Options and enable Prevent automatic sleeping on power adapter when the display is off. On a Mac desktop, look under Energy or Energy Saver for Prevent automatic sleeping when the display is off. On Windows 11, open Settings > System > Power & battery > Screen, sleep, & hibernate timeouts and set the plugged-in device sleep timeout to Never. The screen may still turn off. Managed computers may require an administrator to change these settings.

Connect a workstation

1. On the other computer, open Connect to your office and select the office. If it is not listed, expand Can’t find your office? and enter the numeric address copied from the host’s Settings page.

2. Enter a name for the computer and the host owner’s connection code. Choose the company, then sign in with your usual staff account.

3. Pairing approves the computer but does not create an account or grant permissions. Each person signs in separately; their existing role controls what they can see and change.

Reconnect and manage access

If connection is interrupted, confirm the host is awake and Local Books is open, then choose Retry or Continue when offered. You do not need to pair again just because the connection was interrupted. Keep the host and workstations on matching Local Books versions. To remove a workstation, open Settings > Users & Access > Office computers on the host and choose Remove.

A numeric address is a discovery hint, not approval; a workstation still needs the owner’s one-use code and a normal staff sign-in. Use a trusted office network and do not expose the host through a public router port. Office sharing is different from Shared Server, which has its own setup and licensing instructions.

Server setup: start here

This appendix is for the person setting up the shared host. Everyday bookkeeping stays in the earlier chapters.

What you need

1. Choose one supported Mac or Windows computer to hold the company and run Local Books. Other computers connect to it in a browser. Keep the host powered on, awake and connected while people use it.

2. Have a Server license for this installation. Desktop and Server use the same Mac or Windows installer; the signed license determines whether network sharing is available.

3. Use a trusted private office network. Wired networking is useful for a host. A guest Wi-Fi network may prevent computers from reaching one another.

4. Keep a current recovery backup. For an existing company, use its existing installation and company files. Do not create a second live copy or put the database in a shared sync folder.

5. Choose an administrator to manage users, updates and recovery. Each staff member should have an individual application login.

If you already own Desktop

Arrange a Server upgrade with Bedrock Group LLC. After the upgrade is confirmed, open Settings > License & updates in the installed app and choose Refresh License. Keep the same key and installation. Company data and owned releases remain in place; the initial included-update cutoff does not restart.

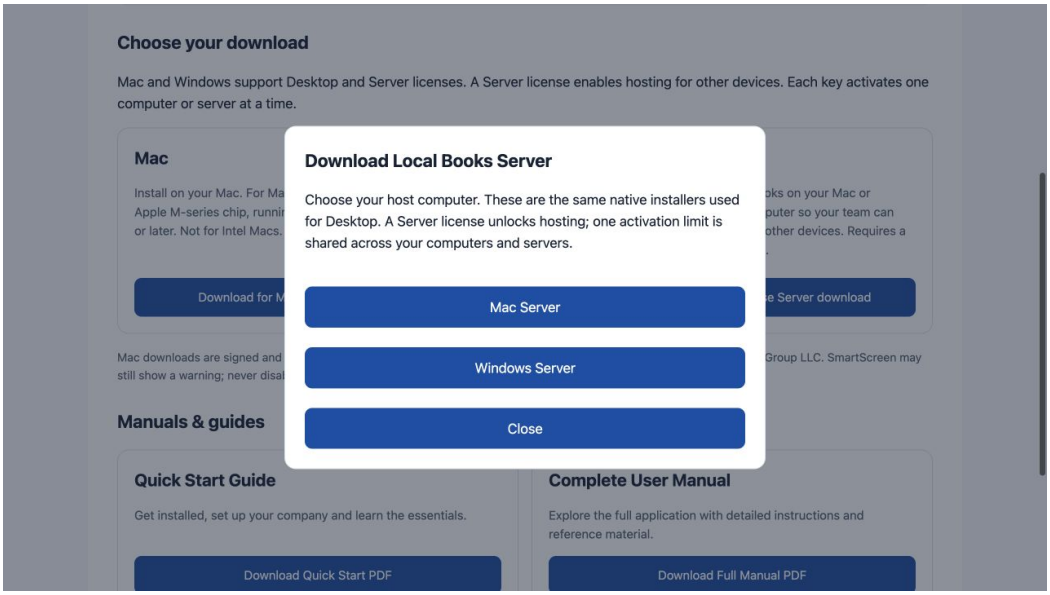
One host, separate staff logins

One license activates one host computer. Staff browsers do not activate additional installations. The host serves its active company; this is not a separate desktop installation for each staff member. Agree on any company change before people reconnect.

> Existing managed-server or legacy Windows service installations need a planned migration. Preserve their original books, backups, configuration and license storage. These native setup steps are not instructions to replace or delete an existing service.

Server setup: choose your download

Start on the computer that will host Local Books, not on each staff computer.



On the Downloads page, click Choose Server download. Select Mac Server for the Mac host or Windows Server for the Windows host. This is the application installer, not a separate download for each staff member.

Choose the host installer

1. Open localbooks.software in the host computer's browser and follow the Downloads link.

2. Find the Server card and click Choose Server download. The window pictured above opens.

3. Click Mac Server or Windows Server to match the host computer. Read any download confirmation and wait for the file to finish downloading.

4. Open the browser's Downloads list or your computer's Downloads folder to find the file. Continue with the Mac or Windows walkthrough on the following pages.

> Downloading does not activate the software. Use your Server key inside the installed app. If Local Books is already installed on this host, a confirmed Desktop-to-Server upgrade uses Refresh License; reinstalling is not normally required.

Server setup on Mac

Perform these steps on the Mac that will hold the company. Staff computers are connected afterward.

Install and activate

1. On the Local Books Downloads page, choose Server, then Mac Server. Check the listed Mac requirements before downloading.

2. Double-click the downloaded .dmg file. In the window that opens, drag Local Books onto the Applications shortcut. Wait for copying to finish, then eject the disk image in Finder.

3. In Finder, open Applications and double-click Local Books. Use this installed copy, not the copy inside the disk image.

4. For a new installation, activate the Server key and create or open the intended company. For an existing Desktop installation, keep the company and key; choose Refresh License after the upgrade is confirmed.

5. Sign in to the company as an administrator. Complete any required software-terms acceptance and check the company name in the header.

Turn on sharing

1. In the left sidebar, find Settings & Data and click Settings. Choose the License & updates category. Look for Server Edition and the sharing status beneath it.

2. Choose Turn On Network Sharing. Read the restart message, save work and quit Local Books completely. Closing only its window is not a reliable substitute for quitting the Mac application.

3. Reopen Local Books from Applications, select the intended company if asked and sign in. Return to the sharing controls and confirm sharing is active, not merely waiting for a restart.

4. Copy a displayed local-network connection address for staff. Do not use an address beginning with 127.0.0.1 or localhost on another computer; those addresses refer to that other computer itself.

5. If macOS asks about local-network access, permit the installed Local Books app for this intended office use. If the firewall blocks it, have the administrator allow this app on the trusted network. Do not turn off the firewall.

Keep Local Books open and the Mac awake while staff are connected. Follow the next shared-connection chapter to create users and test a second computer. Access from another office should use an administrator-configured VPN, not a public router port.

Server setup on Windows

Perform these steps on the Windows computer that will hold the company. Staff computers connect afterward.

Install and activate

1. On the Local Books Downloads page, choose Server, then Windows Server. Wait for the installer download to finish, then open it from the browser's Downloads list.

2. Before opening it, verify the installer's Digital Signatures details: the valid signer should be Bedrock Group LLC. SmartScreen reputation warnings may still appear. Stop if the signature is missing, invalid or unexpected; do not disable security policies. Then read the installer's notices, keep the proposed installation folder unless your administrator has a reason to change it, and choose whether to create a desktop shortcut. Continue to Install and wait for completion. Leave Launch Local Books selected at the end.

3. Open the installed Local Books application under the Windows account that will run the host. Use this same account for normal hosting; its saved activation and data belong to that user.

4. Activate the Server key on a new installation and create or open the company. For an existing Desktop installation, keep its company and key, then choose Refresh License after the upgrade is confirmed.

5. Sign in to the company as an administrator. Complete any required software-terms acceptance and confirm the active company in the header.

Turn on sharing

1. In the left sidebar, find Settings & Data and click Settings. Choose the License & updates category. Confirm Server Edition appears, then click Turn On Network Sharing.

2. Save work, quit Local Books and reopen it. Return to the sharing controls and confirm sharing is active. A saved setting marked restart required is not yet active.

3. Use a trusted office network configured as Private in Windows. If Windows Firewall requests permission, allow the installed Local Books application on that intended private network. Do not enable public-network exposure or disable the firewall.

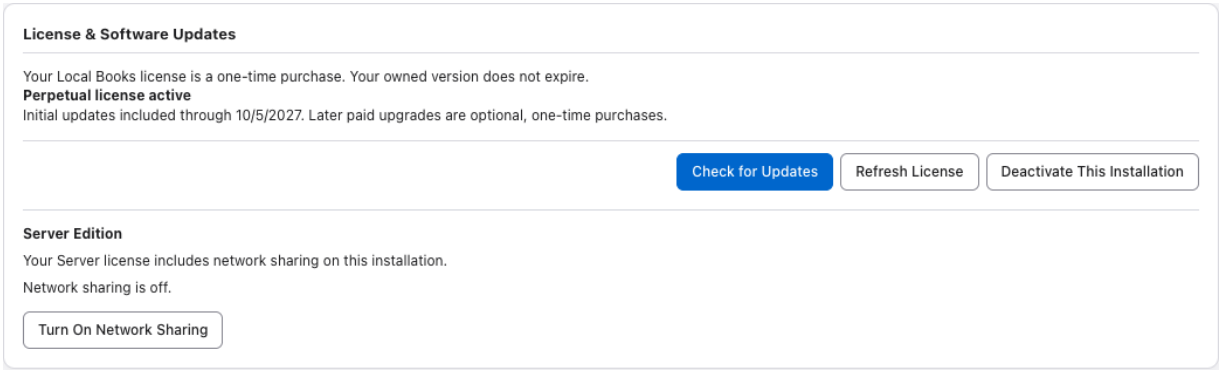
4. Copy the local-network connection address shown in Settings. Staff must use the host address, not localhost or 127.0.0.1.

5. Keep the application open and this Windows user signed in. Review power settings so the host does not sleep during working hours. Continue with the next chapter to create staff logins and verify another computer.

A scheduled background host is an optional administrator-managed arrangement, not a requirement for Server setup. It must use the same licensed Windows account and saved sharing setting. Do not run a background host and a second app server on the same port. Contact support before changing an older SYSTEM service installation.

Server setup: sharing controls

These controls appear in the installed host app on both Mac and Windows. The picture shows sharing before it is turned on.



Settings > License & updates. Confirm Server Edition, then choose Turn On Network Sharing. Refresh License is above it if your existing key was just upgraded.

Follow the status, not just the button

1. Before setup, the screen says Network sharing is off. Click Turn On Network Sharing once.

2. The app confirms that the preference was saved and asks you to quit and reopen. Save work and quit the entire application. Sharing is not active yet.

3. Reopen Local Books and the intended company. Return to this same Settings section. It should now say Network sharing is running.

4. Below that status, the app displays connection addresses. Copy one of those complete addresses into a staff computer's browser. Use the address from your own host, not an example from a screenshot or another installation.

5. Turn Off Network Sharing is the reverse control. Do not click it while connecting staff. If you do need to stop sharing, have everyone save and sign out before applying the change and restarting.

If Server Edition is not shown, confirm the key or approved upgrade before continuing. Adding a staff login does not itself unlock sharing. If no sharing controls appear, use the installed app on the host rather than a staff browser.

Connect staff and check Server access

Complete these steps after either the Mac or Windows host reports that network sharing is active.

Create individual staff accounts

1. On the host, click Settings in the left sidebar and choose Users & access. In the Users & Permissions section, enter the person's Username, Display name and Password.

2. Open Role and select Bookkeeper, Read-only, Custom staff permissions or Admin. Click Add User, then confirm the new username appears in the list above. Repeat for each person.

3. A new custom user starts with no access. On that user's row, choose Edit permissions. Select an optional Quick preset or set each area to No access, Read-only, Full access or Custom. Open Choose individual actions for finer control, review Effective access, then choose Save permissions.

4. Full access does not include sensitive grants or owner-only settings. Grant sensitive tax, pay, identity or banking data separately when needed; user management, company configuration, credentials and backups stay administrator-only.

5. When adding the first additional user, confirm your own sign-in username in the popup. Keep admin or choose your own username. Your existing password stays the same. Cancel leaves the accounts unchanged.

6. Give each person their login through an appropriate private channel. A staff member uses the application username and password, not your software license key or computer password.

7. After changing permissions, ask the person to sign out and back in to refresh their pages and buttons. Removed access takes effect on their next request; it does not wait for sign-out.

Connect and verify

1. On another computer connected to the same trusted network, open a browser and enter the full host connection address from Settings, including its port.

2. Sign in with a staff account. Check that the expected company name appears and that the available pages match that person's role.

3. In a multi-user session, the far-right header shows a shortened signed-in name: first name plus last initial when available. Click it and choose Sign Out. If Sign Out appears directly, choose it there.

4. Open an existing non-sensitive record to confirm you are viewing the same company as the host. Do not create real transactions solely to test the connection.

5. Ask another authorized user to sign in from a separate browser session. Confirm both can use their permitted pages without sharing an account.

6. Bookmark the working address. If the host address changes later, use its new Settings address. An administrator can arrange a stable local address through the router.

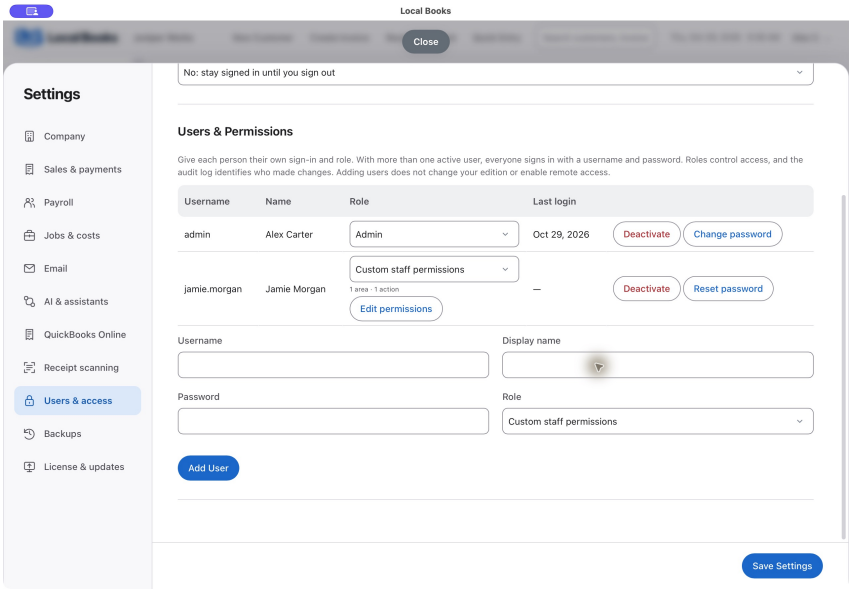
Keep access available and recoverable

Back up the host company, uploads and required configuration securely. Keep recovery copies away from the host and test recovery separately. Before an update, shutdown or company change, ask staff to save and sign out. Install updates in the host's native app; a download on a staff computer does not update the host.

The built-in local-network listener uses HTTP. Use it only on a trusted network. For remote offices, ask an administrator to configure a secure VPN and test access. Do not publish the listener directly to the internet or bypass a browser security warning.

Server setup: staff account screen

The same Users & Permissions controls appear on Mac and Windows.



Settings > Users & access shows saved users, their roles and the Edit permissions control. The Add User fields sit below the saved-user list.

Read the screen from top to bottom

1. The upper list contains saved users. Username identifies the person at sign-in; Name is the display name used in the app.

2. The Role selector on an existing row changes that saved user's role. A Custom staff row also shows an effective-access summary and an Edit permissions button. Do not change the administrator account while trying to add another person.

3. The empty Username, Display name, Password and Role fields below the list are for a new user. Fill those fields and click Add User.

4. For a custom user, Edit permissions opens the area-level controls. Choose No access, Read-only, Full access or Custom for each area; expand Choose individual actions to set specific grants. Review Effective access and select Save permissions. Changes apply only after they are saved.

5. If an error appears, read it and correct the named field. Confirm the new row is present before giving the person their login.

6. Deactivate removes that person's access without deleting their recorded work. Reset password is for changing that user's sign-in password, not the Server license.

> Create individual accounts rather than giving everyone the administrator login. Verify one staff sign-in on another computer before repeating the setup for the rest of the team.

Server connection troubleshooting

Start on the host computer, then check a staff browser. Keep the complete error message.

What you see	What to check
Sharing controls are unavailable	Use the installed host app, not a remote browser. Sign in as an administrator and confirm Server rights. For a confirmed upgrade, choose Refresh License.
Restart required	Save work, quit the application completely and reopen it. Verify the active sharing status afterward.
The page does not open	Confirm the host is awake and Local Books is running. Copy its current local-network address and port exactly. Check that both computers are on the intended network, not isolated guest Wi-Fi.
The host works but staff cannot connect	Have the administrator check local-network permission, a narrowly scoped private-network firewall allowance and network isolation. Do not disable security controls.
Sign-in works but a page is denied	Review that user's assigned role on the host. Do not share an administrator password to work around permissions.
The wrong company appears	Stop work. Confirm the active company on the host and coordinate a company change after everyone has saved and signed out.
The address stopped working	Check the current address in the host's Settings. A changed network or router lease can change the address; update staff bookmarks after verification.

Turn sharing off

1. Ask staff to save and sign out. On the host, choose Turn Off Network Sharing in Settings > License & updates.

2. Save work, quit and reopen Local Books. Confirm sharing is off. Local books, users and Server rights are not deleted.

If the problem remains, contact support with the version, host operating system, sharing status and redacted error. Never send passwords, license keys, bank details or a full company database in an ordinary support message.