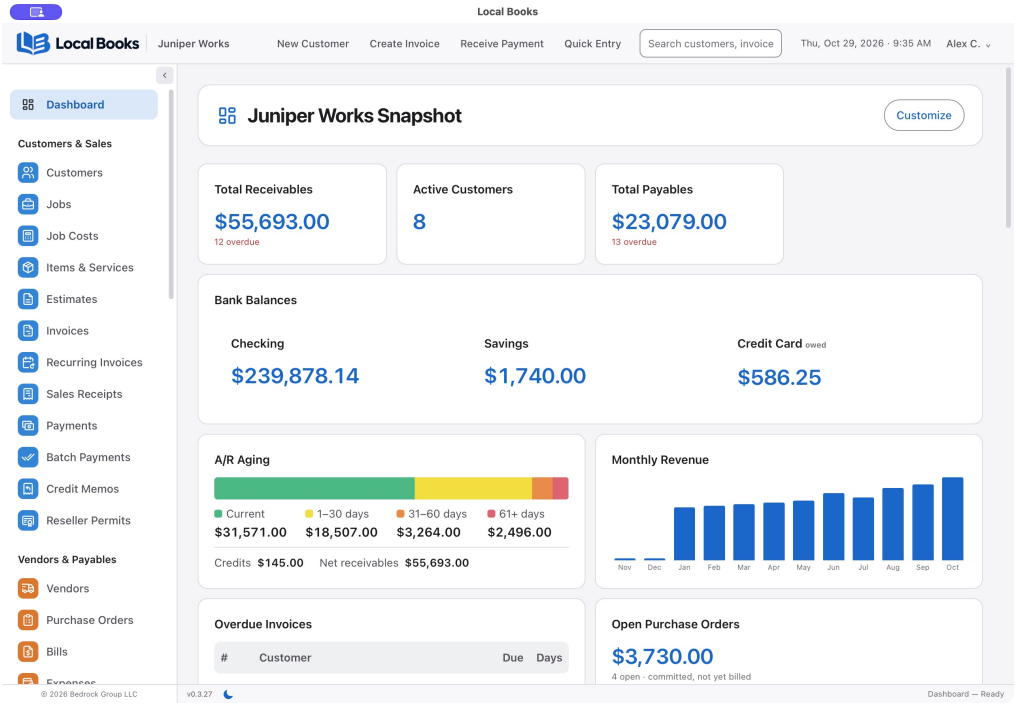
BEDROCK GROUP LLC

Local Books

Quick Start Guide

Installation, setup and everyday bookkeeping.



Local Books dashboard with the Juniper Works demo company.

Local Books 0.3.37
Manual edition: November 13, 2026

> Start with pages 3-6. If you already have books in another program, read pages 14-16 **before importing or entering opening balances**.

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How to read this guide

For field-by-field help, use the companion Complete User Manual. **Bold words** identify screens or controls. Settings opens a categorized dialog: choose a category in its left navigation, then use Close; Escape also closes Settings when no other dialog is open. If you try to leave with unsaved changes, Settings asks whether to discard them. PDF bookmarks jump to chapters.

This guide describes Local Books 0.3.37. Review opening balances, payroll, taxes and migration results with the responsible professional.

Install and update

Use the download supplied for Local Books. Installing the app and creating your company data are separate steps.

Computer	Package and requirements
Apple Silicon Mac	LocalBooks-macos-arm64.dmg; macOS 14 or newer. The published Mac release is signed and notarized. An Intel Mac cannot use the arm64 app.
Windows PC	LocalBooks-Setup-x64.exe; 64-bit Windows 10 or 11. The installer is signed by Bedrock Group LLC and timestamped by Microsoft.
Shared Server	The same supported Mac or Windows installer, activated with a Server license. See page 23.

On a Mac

1. Open the DMG, then drag **Local Books** into **Applications**.

2. Eject the mounted disk image. Launch **Applications > Local Books**, not the copy inside the disk image. Activate with your license key before company setup or sign-in.

3. For updates, use **Settings > License & updates > Check for Updates**. Download Update shows progress. Save work, then approve **Install and Restart** when ready. Older download-only versions need one manual transition install.

On Windows

1. Run the installer and follow its setup wizard. Launch Local Books from the Start menu. The installer handles the desktop WebView2 requirement.

2. If Windows displays a SmartScreen reputation warning, check the installer's Digital Signatures details and confirm the signer is Bedrock Group LLC and the signature is valid. Reputation warnings may still appear. Stop if the signature is missing, invalid or unexpected; do not disable antivirus or organization security policies.

3. Activate once with your key. Use Settings > License & updates to check for updates and approve installation/restart. Windows portable is not a public download choice; existing portable installations have a separate supported update path.

Local Books Companion: Install from the App Store for iPhone or iPad, or Google Play for Android. Connect to your Local Books computer or server to scan barcodes and complete assigned inventory work. See Scan items from a phone in the Complete User Manual.

Avoid duplicate copies. A download or mounted DMG is not a second company. Different application locations can also create duplicate launch icons. Use one installed app, and do not delete company data to remove an extra app copy. Signing does not determine whether a replacement prompt appears.

First company and settings

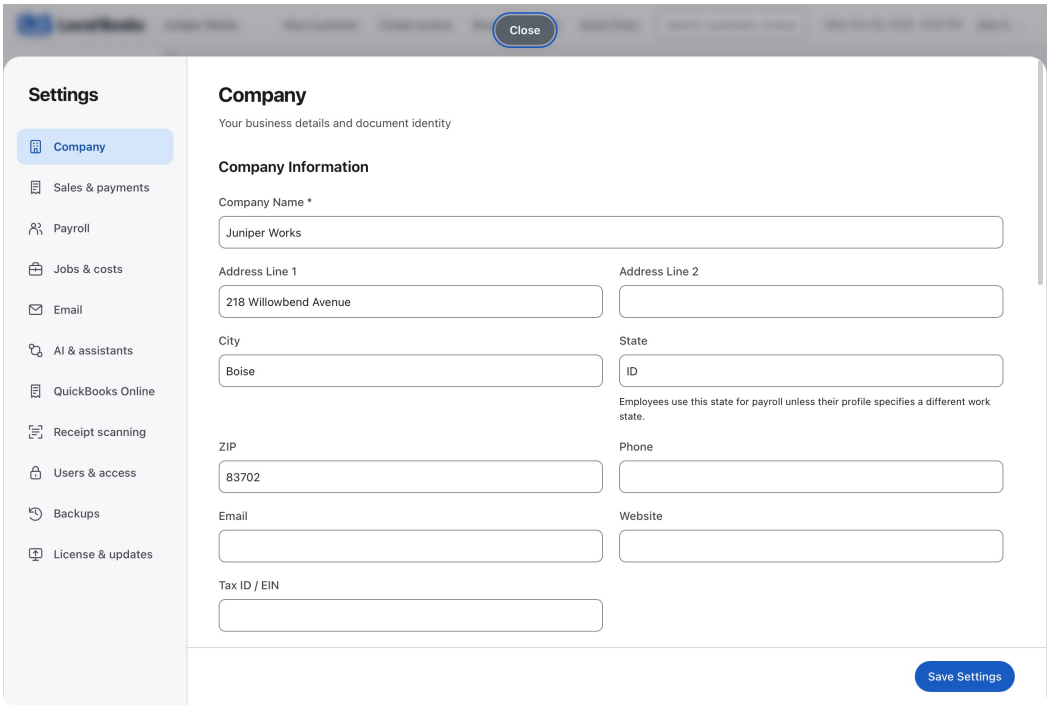
Each company file contains a separate set of books for your organization.

1. Launch Local Books and create or select the company to open. Complete the first-run setup for company information, operator information, defaults, and password. Store the password securely.

2. Open **Settings > Company** to review the company name, address, contact details, tax ID where applicable, logo and company type.

3. Choose **Sales & payments** for invoice and estimate defaults such as terms, tax rate, numbering and prefixes. Confirm tax treatment with your accountant. Save your changes.

4. Use **Company Type** in Company to select Business or Nonprofit. Nonprofit changes vocabulary and exposes nonprofit workflows; it does not turn existing transactions into a different set of books.

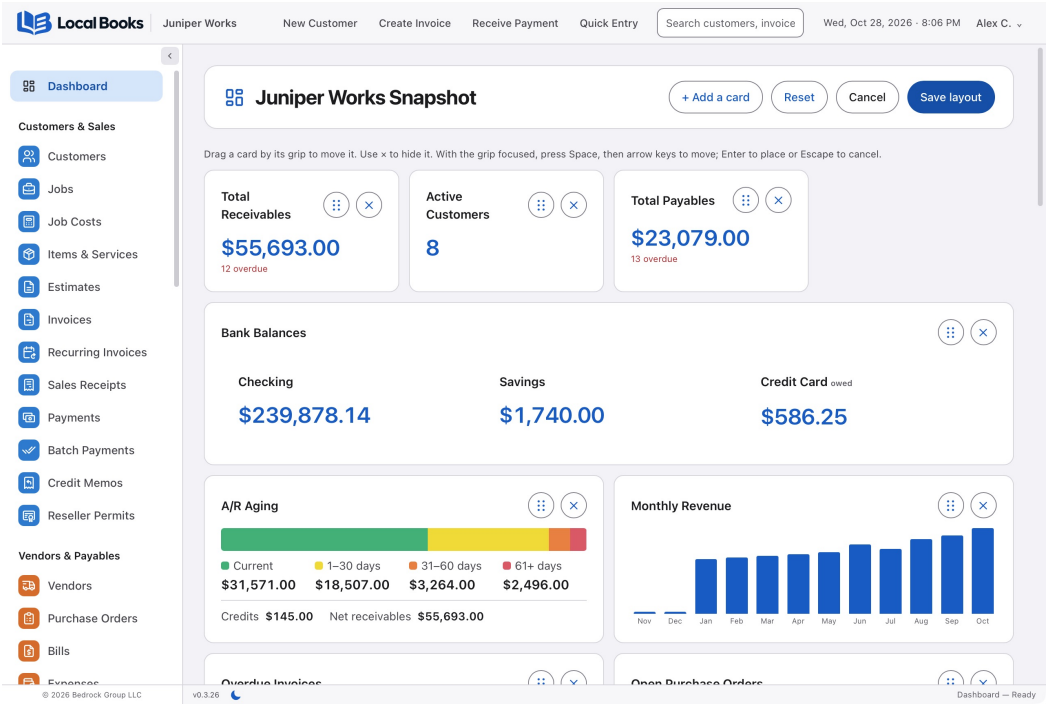


Company Information contains your organization name, address and contact details.

More than one company? Open **Companies** to reach Company Files, then choose **+ New Company** to create separate books. 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; a server deployment uses its configured company. Always check the company name before entering transactions.

Find your way around

The left navigation groups everyday work. Use Collapse menu or Expand menu to change its width; when collapsed, focus or point to a navigation icon to reveal its label. The top bar offers shortcuts and search. Your window may need scrolling to show the full menu.



Customize the dashboard by dragging each card by its grip. The placement marker shows where it will land; Save layout keeps your arrangement.

Where to go	What you do there
Customers & Sales	Customers, jobs, sales representatives, sales documents and collections.
Vendors & Payables	Vendors, purchasing, bills, expenses and credits.
Payroll & HR	Employees, payroll, time, benefits and tax forms.
Banking	Bank accounts, card charges, deposits and bank rules.
Accounting	Reports, budgets, accounts, journals, balances and mileage.
Settings & Data	Settings, company files, audit history, imports and Other Contacts.

Company follow-ups: To Do is a company-wide business task list below Dashboard. It is not an employee assignment queue or calendar sync.

Customize: drag a grip to move a card; use x to hide one, **Add a card** to restore it, or **Cancel** to discard changes. The footer contains version and theme controls. In **Settings > License & updates**, the Quick Start and Complete Manual PDF links open in your browser. Practice in a separate test company.

Accounts and starting balances

The Chart of Accounts organizes money into assets, liabilities, equity, income, cost of goods sold, and expenses.

Review your chart

Open **Chart of Accounts**; avoid near-duplicate categories. **CONTROL** accounts support automatic posting: names may change, but numbers and types are protected.

Admin **Import** accepts CSV/supported hledger charts. **Preview** writes nothing: check matches/changes and fix all errors. Replacement deactivates only omitted unused accounts, never controls/history. Changed file, option or chart needs a fresh preview. No balances/journals are imported.

Use an asset with kind **Bank** for cash/bank, or a liability with kind **Credit card** for cards. These flags enable payment/deposit selections.

Choose one starting method

Your situation	Starting approach
Brand-new organization	Enter genuine funding/transactions; do not invent prior balances.
Keep detailed history	Test migration (page 14); verify which records import.
Start at a cutoff date	Use approved opening balances; archive the old system and plan unpaid invoices/bills separately.

Enter opening balances when appropriate

1. Open **Opening Balances**; enter the agreed cutoff **As of Date** and reference.

2. Enter approved asset, liability and equity balances. Positive values post to the account's normal side; negative values reverse it.

3. Check the difference. **Auto-balance to** equity only with accountant-approved offset. Click **Post Opening Balances** once; verify reports.

Never count a balance twice. Migration, Opening Balances and bank-feed opening balances can each post it: choose one method for the same money. An A/R or A/P total does not create individual unpaid invoices or bills.

Manual journals and closed periods

Use **Journal Entries** for approved adjustments; debits must equal credits. Sales/purchases already post entries. After review, set a **Closing Date** in **Settings > Company** to restrict earlier changes; never move it just to silence an error.

Customers, vendors and items

Set up reusable records before entering a backlog of transactions. Accurate names and defaults save time later.

Customers

1. Open **Customers** and create a customer. Enter the name, contact information, address, and payment terms.

2. Review tax status and any applicable exemption or reseller information. A validation or state lookup is not a substitute for keeping required documentation.

3. Save, then use this same customer for invoices, estimates, receipts and payments. Check possible-duplicate warnings before creating another record.

Vendors

Open **Vendors** and enter the supplier's name and contact details. Set the normal expense account where available. That default helps bill entry, but review each line: a vendor can sell supplies, equipment, and other purchases that need different accounts.

Items & Services

Use **Items & Services** to create reusable products, services, materials, or labor. Review description, sales rate, cost, tax treatment, and the applicable accounts. An item is what you sell or buy; an account is where its financial effect is recorded.

Example	How to think about it
Monthly bookkeeping service	A service item with a sales rate, linked to the appropriate income account.
A stocked replacement part	A product item whose inventory setup and cost treatment need review before use.
Office electricity	Usually an expense category on a bill or expense, not a product you sell.

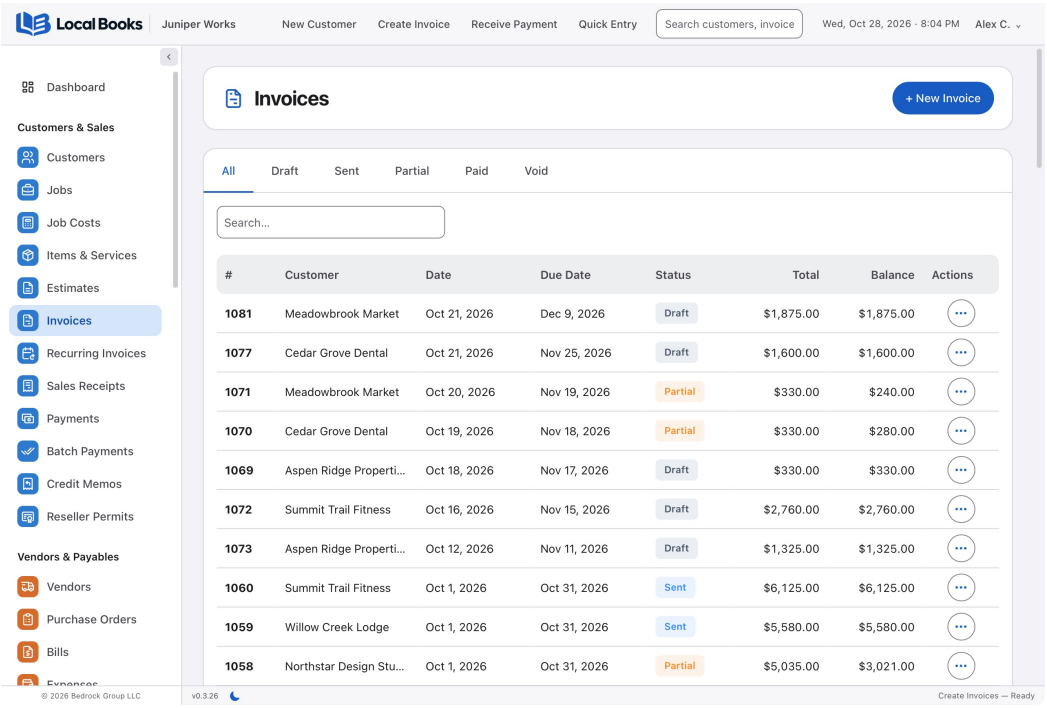
Import existing lists

CSV Import/Export can import customers, vendors and items. See page 15 for the exact header names and duplicate behavior. Keep a copy of your original export before adapting it.

Check before saving: correct company, spelling, tax status, terms, and accounts. Editing a default is not the same as correcting every historical document that used it.

Invoices, estimates and sales receipts

Choose the document that matches what actually happened: a quote, an amount owed, or a sale paid immediately.



The invoice list shows status, total and remaining balance. Use View or Edit on the intended document; filter the list to narrow your search.

1. For a sale on account, open **Invoices > + New Invoice**. Select the customer and check the invoice date, due date, number and terms.

2. Add items or descriptions, quantity and rate. Check line tax flags, tax rate, and the total. Add job/class information if you use it. Save and inspect the invoice.

3. Print or save the PDF. Email requires SMTP setup (page 21). Marking an invoice sent does not mean it has been paid.

When you choose Email, review the recipient, message and rendered invoice attachment preview. A saved customer email may be filled in when the recipient is blank. If Settings > Email is not configured, you can preview but Send remains unavailable. A preview does not send mail.

Other sales workflows

Estimates: prepare a quote, then use its convert-to-invoice action when approved. Check the resulting invoice instead of entering the same sale again.
Sales Receipts: use for a customer who pays now; it records the sale and payment together. Select the actual payment method and deposit-to account.
Recurring Invoices: configure the schedule and review generated invoices. Desktop users should not assume generation runs while the app is closed; use the available Generate Now action when needed.

Payments, deposits and credits

Recording an invoice, receiving payment, and depositing money can be separate events. Use the correct step so income is not recorded twice.

Receive payment against an invoice

1. Open **Payments** or the top-bar **Receive Payment** shortcut. Select the customer, payment date, amount and method.

2. Allocate the amount to the correct open invoice or invoices. Review the deposit-to account. Save and confirm that the remaining invoice balances are correct.

3. For a partial payment, leave the remaining balance outstanding. Do not change the original invoice total just to make it look paid.

Group several receipts into one bank deposit

If payments were recorded to **Undeposited Funds**, open **Make Deposits**. Select the pending payments that make up the actual deposit, choose the bank account, check the date and total, then create the deposit. Do not also enter the deposit as new sales income.

> **Example:** two customer payments of $100 and $150 deposited together should produce one $250 bank deposit. When the bank feed brings in $250, match it to that deposit rather than adding another $250 of income.

Credits and corrections

Credit Memos record customer credits and can be applied to invoices. Use the intended credit or void workflow rather than deleting history to hide an error. Voiding a posting creates reversing accounting entries; it does not erase the fact that the original existed.

Batch Payments supports applying payments across multiple customers and invoices. Verify every allocation before submitting the batch. The app recording a payment does not by itself move funds through your bank.

Check the result

Review the customer's balance, the invoice status, and the destination bank or Undeposited Funds account. A payment that reached the wrong account can make receivables look correct while bank reconciliation still fails.

Bills, expenses and purchasing

Use a bill when you owe a supplier and will pay later. Use an expense or card charge when the purchase has already been paid.

Document	When to use it
Purchase Order	Request or authorize a purchase. It is non-posting; convert to a bill when the vendor bill arrives.
Bill	Record a vendor amount owed, due date, and purchase detail.
Bill Payment	Apply a payment against an existing bill. Do not also record that same payment as a separate expense.
Expense / CC Charge	Record an already-paid purchase with its actual bank or card account.
Vendor Credit	Record a supplier credit and apply it to the appropriate open bills.

Enter and pay a bill

1. Open **Bills** and create a bill for the correct vendor. Enter the date, due date, vendor reference, items or descriptions, and amounts.

2. Review the expense or inventory accounts, job/class allocations, and total. Save the bill and keep its supporting document.

3. Use the bill-payment workflow to select the bill, payment date and actual pay-from account. Apply the amount and check the remaining payable.

4. When its payment appears in the bank review queue, **Match** it to the recorded payment instead of adding another expense.

Scan a receipt

Where a form offers **Scan Receipt**, select an image or PDF. Local OCR can suggest the merchant, date and total. It is not a guaranteed line-by-line transcription. Review every suggested value, tax amount, account and vendor before saving. The source document is attached by the receipt workflow.

Mac and Windows scanning use operating-system services. A native Linux setup may need Tesseract and Poppler. The scan feature is separate from optional cloud AI Insights.

Card payments are transfers. Record the purchase as a card charge; later payment from checking to the card reduces the card liability. Recording both as expenses would overstate spending.

Bank accounts and transaction review

The register shows posted accounting entries. A downloaded bank statement line is a review item until it is matched or added.

1. Confirm the ledger account is flagged Bank or Credit card in **Chart of Accounts**.

2. Open **Bank Accounts** under Banking. Create or review the bank feed identity and link it to the correct ledger account. Do not add a second opening balance if one was already posted.

3. Bring in transactions through SimpleFIN (page 12) or a supported file import: OFX/QFX or the supported Bank of America, Chase, or PayPal CSV layouts. An arbitrary CSV may need reformatting.

4. Open the account's **To review** list. Inspect date, amount, payee, existing match, and suggested category.

Action	Result
Match	Links the statement line to a transaction already in the books; avoids a second posting.
Add	Creates a new accounting entry using the selected category. Use only if it is not already recorded.
Exclude	Removes an irrelevant statement line from review. Restore can bring it back; exclusion is not a substitute for correcting a real posting.
Bank Rules	Suggest categories from payee patterns. Rules do not post transactions by themselves.

Automatic matching looks for a suitable existing ledger entry by amount, side and nearby date. Ambiguous matches wait for review. Match links a feed line to an entry already in the books. Adding a qualifying line as an expense creates a posted expense visible in Expenses; do not enter it again there. **Find matches** rechecks the feed; **Add all categorised** posts categorized review lines, so check them first.

Manual register entries and transfers

In the register, **+ Entry** records a date, signed amount, payee/reference and required category. For bank accounts, positive is money in and negative is money out. For cards, negative is a charge and positive is a payment that reduces the amount owed. Use **Transfer** to move money between your bank/card accounts.

> Importing the same bank transaction through multiple sources can still require duplicate review. Never assume an automatic match or deduplication rule makes reconciliation unnecessary.

Connect SimpleFIN bank feeds

This optional connection retrieves bank information. It does not authorize Local Books to move money.

What you need

An account with a compatible SimpleFIN bridge, a supported bank connection, and internet access. Any bridge subscription is separate from Local Books. The consumer connection service is **SimpleFIN Bridge**, not the developer-oriented SimpleFIN protocol site.

Open SimpleFIN Bridge: https://bridge.simplefin.org/

1. Create or sign in to your Bridge account. Follow that service's instructions to connect your bank and complete any bank verification.

2. Generate a **setup token** in Bridge. Treat it like a password. This is a one-time connection token, not an AI API key.

3. In Local Books, open **Banking > Bank Feeds (SimpleFIN) > Connect**. Paste the setup token and complete the connection.

4. Map each Bridge account to the correct Local Books bank account, then select **Save mapping**. This saves your choices without syncing.

5. Select **Sync Now** when ready to fetch transactions. Open each account's review queue, then Match, Add or Exclude the returned transactions as appropriate.

6. Reconcile against the bank's statement. A successful sync alone does not prove the books agree with the bank.

What to expect

The encrypted connection uses outbound HTTPS; pending transactions wait until posted. Ordinary sync requests 85 days initially and overlaps later syncs by 7 days. For older activity, choose **Past 3, 6, 12 or 24 months** and **Fetch older history**. Service limits still apply. Compare statements and fill remaining gaps from bank files; Match already-booked activity rather than Add it again.

If the connection stops working

Check the bank connection on the Bridge site and complete reauthorization there if requested. If a setup token has already been consumed, generate a new one. Check account mappings before retrying. Disconnect removes the stored connection and mappings; it does not erase transactions already imported into your books.

Privacy: your bridge and its banking connection providers have their own access terms. Never send a setup token, stored credential, bank password, or screenshot containing one to someone offering support.

Reconcile an account

Reconciliation compares your recorded transactions with a bank or card statement for a specific ending date.

1. Get the official statement. In **Bank Accounts**, open the intended account and select **Reconcile**.

2. Enter the statement ending date and ending balance. For a credit card, enter the amount owed. Confirm the beginning balance agrees with your previous completed reconciliation.

3. Tick only ledger transactions shown on the statement. Feed-matched transactions may already be ticked; still check them against the statement.

4. Investigate the difference. Look for a missing fee or interest item, duplicate posting, incorrect amount/date, wrong account, or deposit that has not yet cleared.

5. Complete only when the difference is **$0.00** and the cleared items are correct. Completion marks those lines reconciled and locks them.

If the difference will not reach zero

Symptom	Check
Beginning balance differs	Prior reconciliation and opening balances; confirm the same account was selected.
Amount is exactly one transaction	A missing or double-ticked payment, charge, fee, or deposit.
Deposit does not match receipts	Several customer payments may have been combined into one deposit; see page 9.
Card spending seems doubled	The card payment may have been entered as an expense instead of a transfer.
A feed line exists but no entry	The line may still be waiting in To review rather than posted to the ledger.

Do not force a match with an unexplained adjustment. A zero difference is useful only when it reflects the statement correctly. If an earlier reconciled entry is wrong, involve your accountant before changing the closed period.

The app allows one open reconciliation per account. Return to that session instead of starting a duplicate. The **Abandon** action drops the session but keeps its cleared ticks; review them the next time you reconcile.

Move from another accounting system

Migration is a controlled transfer of supported data - not a guaranteed complete clone of another product.

Tool	Scope
Migrate Data	Supported chart-of-accounts and ledger exports from Xero, MYOB, Sage 50, Wave, Zoho Books, and GnuCash; trial balance used for verification where supported.
CSV Import/Export	Separate customer, vendor, and item list imports. See exact headers on page 15.
QuickBooks Files / Online	Specific QuickBooks formats or API entities. See page 16.
Opening Balances	A cutoff-date starting position rather than detailed history. See page 6.

A safe migration sequence

1. Choose a cutoff date and preserve the old system, attachments and reports. Create a backup and test company.

2. Export the supported chart and ledger/journals, plus a matching **Trial Balance** when available.

3. In **Migrate Data**, choose the source and upload the files together with recognizable names.

4. Run **Dry Run**; correct errors and review counts/mappings. If unidentified-file overlap appears, compare the listed prior journals before confirming this exact file. Exact proven retries skip saved journals; changed or reversed sources require review.

5. Import lists separately as needed. Compare balances and outstanding customer/vendor detail before going live; do not add another opening balance for migrated amounts.

For Wave users: the migration reads exported accounts and ledger information. It does not automatically bring over every invoice, bill, payment relationship, attachment or setting. Combining migration with contact/item CSV imports helps, but still does not guarantee a complete transfer.

Trial balance: a report listing each ledger account's debit or credit balance. Export it from the old system for comparison. Equal total debits and credits do not, on their own, prove every record transferred correctly.

CSV contact and item imports

Use this for reusable lists. A CSV file is a spreadsheet-like text file; it is not a full company backup.

1. Keep the original export unchanged. In a copy, arrange columns to match the supported header names below; capitalization matters.

2. Open **CSV Import/Export**, choose the import type (customers, vendors, or items), and select the prepared file.

3. Try a small file in a test company first. Review the import result and any skipped/error rows.

4. Inspect several imported records, including names with punctuation and records with optional fields. Then import the verified full list into the intended company after making a backup.

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 the values

For item **Type**, use product, service, material, or labor. Unrecognized types fall back to service, so inspect this column before importing. **Rate** is the sales rate; **Cost** is the cost value. An item list import is not a substitute for establishing inventory quantities or historical inventory transactions.

Customers without Terms use the configured company default; vendors default to Net 30. Unsupported terms or invalid contact/item values are reported rather than silently saved. Use plain numeric rates/costs and preserve postal codes/phone numbers as text. Save CSV, not an Excel workbook renamed with a .csv extension.

Duplicates and missing records

Existing exact-name matches are skipped rather than updated. This protects against some duplicate imports, but a spelling variation may still make a new record. If you intended to update an existing customer's email, edit the record instead of expecting an import to overwrite it.

Export and import are not symmetrical. The app can export more record types than this screen can import. Do not assume an invoice CSV export can be fed back in as invoices, or that list imports recreate balances, payments or attachments.

QuickBooks connections

These are two different paths. Pick the one that matches QuickBooks Desktop or QuickBooks Online.

QuickBooks Files: files from Desktop

1. Preserve the Desktop company backup and export supported IIF data. Some transaction exports need an additional export tool.

2. In **QuickBooks Files**, Validate and review before Import. Import lists first; optional name retitling does not change source identity.

3. Test supported invoices, payments, cash sales, estimates, bills and deposits. Exact proven retries skip saved records; changed or reversed sources refuse. Review any unidentified-file overlap before approving that exact file.

Cash sales become paid invoice/payment pairs. Report CSV supports Sales Receipt Transaction Detail, Deposit Detail and Check Detail, not arbitrary spreadsheets. IIF account opening amounts are snapshots: accounts with history refuse another opening posting. Opening entries use the import date; plan historical cutoff dates separately.

QuickBooks Online: a configured API connection

An administrator configures Intuit credentials, environment and matching redirect URI in **Settings > QuickBooks Online**. Choose **Start connection with Intuit**; if needed, paste the returned code/callback URL and Realm ID into **Finish QBO connection**. Verify company and environment; sandbox is not live.

1. Back up and test a small import first. Select supported documents, **Journal Entries** or **Posted Ledger Activity**.

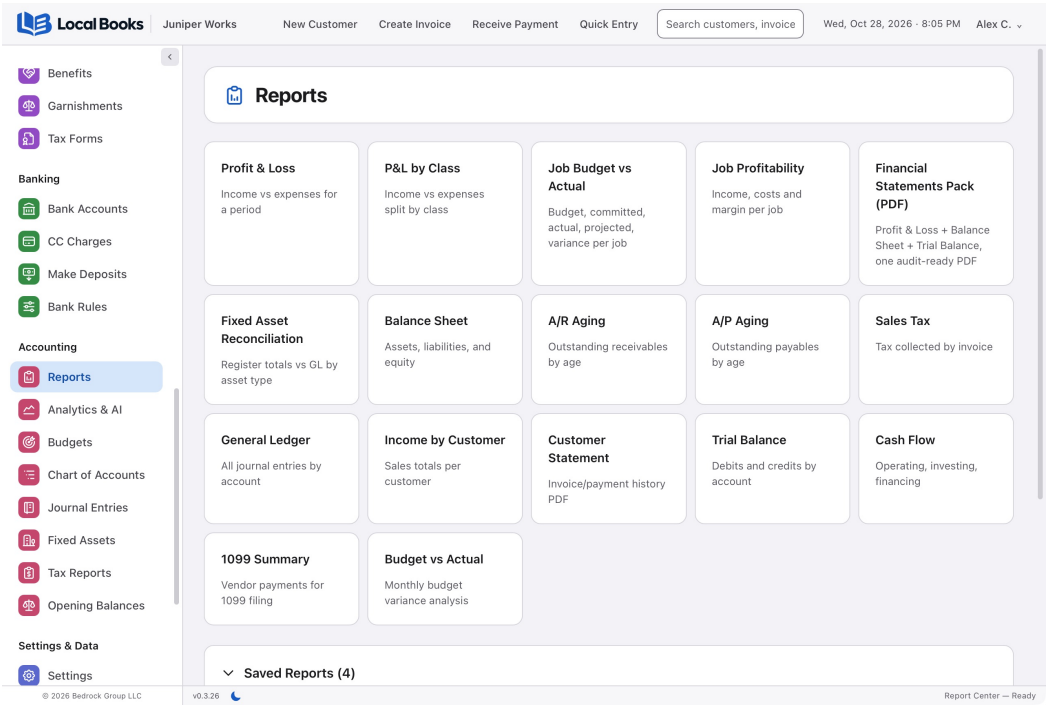
2. Read the **Import log**, errors and progress. Cancel stops further work, not completed stages; returning resumes monitoring. Review results and balances before retrying.

3. Export writes supported records, updates and voids to QuickBooks. Inspect per-record refusal notes. A different source company requires separate Local Books books, not reassignment of existing mappings.

Import All Data means supported types only. Payroll, attachments and all settings are not promised. Unsupported tax, discount/bundle, stock or source proof requires review, not guessed balancing income. Reconcile/cancel hosted payment requests before changing linked invoices.

Reports and month-end review

Use the same dates and reporting assumptions when comparing two reports or comparing Local Books with a previous system.



Open a report card, choose its period or as-of date, and use the available PDF/CSV controls to keep or share a copy.

Report	Question it answers
Profit & Loss / Balance Sheet	What income and expenses were recorded, or what are assets, liabilities and equity as of a date?
A/R or A/P Aging / Cash Due Schedule	What balances are open and when are their recorded due dates? A due-date schedule is not a cash forecast.
Trial Balance / General Ledger	What is each account's balance, and which entries explain it?
Sales Tax Review	What posted sales-tax control balances and recorded documents need review? This is not a tax filing.
Sales by Rep / Mileage / To Do Notes	What sales attribution, manual trip activity or company follow-ups are recorded?

Monthly routine: finish bank review; reconcile bank/card statements; review overdue invoices and bills; inspect unusual account balances; compare P&L and Balance Sheet; save a Financial Statements Pack; create an off-device backup; then consider a closing date with your accountant.

Tax Reports, Schedule C mappings and 1099 summaries are preparation aids. Review classifications, dates and completeness; producing a report is not the same as filing or paying tax.

Analytics and optional AI

The normal Analytics dashboard uses your accounting data. Optional AI sends a financial snapshot or question to the provider you configure.

Use analytics without AI

Open **Analytics & AI**. Review the available measures, trend information and forecasts; refresh or export as needed. Forecasts are estimates, not guaranteed future bank balances. You do not need an AI key for ordinary bookkeeping and reports.

Set up an AI provider

1. Create an API credential with the provider you intend to use. Review its data handling and billing terms. A consumer chat subscription does not automatically supply API access.

2. Open **Settings > AI & assistants** and choose AI Insights. Choose the Provider and Model, then enter the **API Key / Shared Secret**. Supply any provider-specific fields shown.

3. Use **Test**, resolve any reported error, then **Save**. Confirm the saved-key indicator. Leaving the key field blank keeps an existing stored key; Remove deletes it.

4. Return to Analytics and select **AI Insights** when you want analysis. Check its conclusions against the underlying reports before acting.

Available connection choices

The provider choices include xAI Grok, Groq, Cloudflare Workers AI, Anthropic Claude, OpenAI, Google Gemini, a Cloudflare Worker gateway, and a custom OpenAI-compatible endpoint. Model availability and API charges depend on the provider. Cloudflare and gateway options require additional account or endpoint configuration.

Not included in this release: AI subscription OAuth sign-in and direct local-model support. The custom endpoint requires public HTTPS and rejects localhost/private-network addresses. It cannot currently point straight to a model running on your computer or LAN.

Privacy and judgment

The stored key is encrypted, but selected data must still leave the machine for a cloud provider to analyze it. Use AI only when you are authorized to share that information. Insights are requested on demand, not an always-running local model. Do not treat generated explanations as verified accounting or tax advice.

Jobs, inventory and fixed assets

These modules add detail to your normal books. Start with a small test and have the account setup reviewed before posting live activity.

Jobs and job costing

1. Create the customer first, then its job in **Jobs**. Set up the job's budget and identifying details.

2. Assign the job on related sales and purchase documents. Use configured cost codes/types and time or equipment information where applicable.

3. Review **Job Costs**, Job Profitability and Job Budget vs Actual. Missing job tags leave costs outside the intended job report even if the general ledger total is correct.

Sales Reps: maintain representatives and optional customer defaults. Sales by Rep reports use saved attribution; changing a default does not rewrite earlier sales. **Vehicles & Mileage:** record manual trips. On Trips, choose **Bill Mileage**, select trips and choose **Create Invoice from Selected Trips**. This creates an invoice, then opens it in the invoice editor. Mileage reports are not GPS or general-ledger expense reports.

Phone fields may format recognizable North American numbers. Extensions and unrecognized/international text are preserved. To use cents-first entry in standard amount fields, turn on **Settings > Company > Money Entry > Cents-first money entry**; for example, enter 1234 for 12.34. Leave it off to enter dollars and decimals manually. Optional amount fields may stay blank. Unit prices and exchange rates keep their existing precision.

Inventory

Review product setup under **Items & Services**, including inventory-related accounts, quantity/cost setup and reorder information where available. The inventory engine uses weighted-average cost and posts cost of goods sold from inventory activity. A product name and sales price alone are not a complete stock setup.

Compare physical stock with inventory records regularly. Investigate wrong quantities, duplicate receipts, and incorrect starting costs before making a supported adjustment. Keep purchase and sale dates consistent; do not replace a stock correction with an unexplained general journal.

Fixed assets

1. Use **Fixed Assets** for long-lived equipment and similar assets rather than treating every purchase as an ordinary expense.

2. Review acquisition date, cost, useful life, method and account mappings with your accountant. Record the asset and approved depreciation information.

3. Use the module's depreciation/disposal workflow as appropriate. Compare the **Fixed Asset Reconciliation** report with the general ledger.

Budgets and classes

Budgets compare planned amounts with actual activity. Classes group activity; **P&L by Class** reviews it. Apply tags consistently so unassigned activity does not mislead. Forecasts and purchase orders are planning records, not earned or spent amounts.

Payroll, HR and nonprofit use

Optional specialist workflows are available, but they require more setup and review than basic invoicing.

Payroll and HR: before the first live run

1. Complete **Settings > Payroll** using employer notices and actual worksite/coverage facts. Shared defaults cover employees unless an individual exception applies.

2. Review employee pay, signed W-4/state elections, prior payroll, benefits and garnishments. Submit and approve time, or enter actual earnings lines.

3. In **Payroll**, calculate a draft, inspect each statement and **Process** only after approval. Revise an unpaid draft when facts change; preserve paid originals.

4. Open **Payment Files** for ACH, printed checks or manual payment. Use **Tax Forms** to review and retain reporting documents; confirm external payment and filing separately.

Preparation is not delivery: files and retained tax documents do not send funds or file returns. New calculations use supported 2026 rules and reviewed inputs. The full manual explains setup, corrections, bank submission and the short list of remaining external or separate-pay limits.

Nonprofit organizations

Choose **Settings > Company** and set Company Type to Nonprofit. The interface uses terms such as Donor, Pledge, Donation, Fund and Grant. Reports include Statement of Activities, Statement of Financial Position, Fund Balances and Statement of Functional Expenses.

1. Define funds and any donor restrictions, and assign activity consistently. Review program, management and fundraising function assignments.

2. Record donations, pledge payments and in-kind gifts using the appropriate workflows. Review acknowledgment wording and any goods/services benefit rather than assuming every receipt is fully deductible.

3. Use releases from restriction and functional allocations only when supported by your records and accounting policy. Review fund balances and unassigned costs.

4. Prepare giving statements and acknowledgments after checking donor names, dates, amounts and delivery preferences.

Changing Company Type changes presentation and enables nonprofit workflows; it is not a migration or an automatic correction of prior fund accounting.

Email, online payments and integrations

These optional connections require their own setup. They are not automatically activated by installing Local Books.

Send documents by email

In **Settings > Email**, open Email (SMTP) to enter your mail provider's server, port, username, password or approved mail credential, sender details and security settings. Use your provider's instructions. Review the editable Email Templates and send a test document to yourself before contacting customers.

Invoice Email shows a read-only preview of the actual branded invoice attachment and the message. Confirm the recipient, subject and message. If the customer has a saved email and the recipient is blank, the address may be filled in; you can edit it. Missing email setup leaves Send unavailable while preview remains available. A preview does not test live SMTP delivery.

Without SMTP setup, you can still save a PDF and attach it using your normal email application. If delivery fails, check the recipient, credentials, spam folder and provider restrictions; do not assume the invoice was received because it was saved.

Online payment providers

Settings > Sales & payments contains online payment-provider configuration, including Stripe, PayPal and Square support. These require the relevant merchant account and credentials. Confirm test versus live mode, account ownership, fees and provider-specific setup before sending a payment request.

Hosted checkout keeps card entry with the processor. A payment link and reliable automatic payment confirmation are different pieces: public callback/webhook delivery may require an appropriately hosted, secured endpoint. A desktop-only installation should not be assumed to receive internet callbacks. Confirm the supported desktop recording/reconciliation workflow with your payment integration administrator.

API tokens for another application

An administrator can use **Settings > AI & assistants** to create an API token with an appropriate role. Copy the full token when it is shown; it is shown only once. Give each integration its own token, use the least privilege it needs, and revoke it when no longer required.

> **An API token is not a remote connection by itself.** A web-based accountant portal cannot reach a desktop app at localhost from the cloud. It needs a separately designed secure bridge or hosted deployment, client authorization and access controls. Do not expose the app by forwarding a router port as a shortcut.

Bookkeeper and read-only roles are distinct from administrator access. Use read-only where an integration only needs to retrieve reports. Never put tokens in a public document, source repository, screenshot or support email.

Backups, recovery and privacy

Keep company backups away from the computer that holds your live books.

Create and keep a company backup

1. Open the intended company: **Settings > Backups > Create Backup**.

2. Confirm a password of at least 12 characters; lost passwords cannot be recovered.

3. Download; check the saved location. The protected .lbbackup includes records, receipts, attachments, logo and encrypted-field recovery.

4. Keep dated off-device copies before imports, updates, major corrections and period close.

Legacy .db/PostgreSQL snapshots: retain separate uploads, logos and protected recovery configuration. Pending scans are not saved attachments. Full recovery folders:

Install	Full recovery folder (data and configuration)
macOS Desktop / Server	~/Library/Application Support/LocalBooks/
Windows Desktop / Server	%LOCALAPPDATA%\LocalBooks\
Older managed Server	Follow its instructions; preserve existing storage.

Restore or move to another machine

1. Install/activate Local Books at the destination. A backup does not transfer the license.

2. Open the company to replace; create another to keep it. Disconnect users; finish active QBO imports.

3. Choose **Restore from File** or listed **Restore**; enter password and **RESTORE**. Check named source/destination; cancel if wrong. Legacy name-only identity is uncertain.

4. Read compatibility notices. Reopen/sign in with the backed-up account; managed servers need normal migrations/restart. Verify company, balances, receipts and logo.

Known older SQLite schemas upgrade privately before replacement; failure preserves current records and backup. Unknown/newer recorded revisions refuse. Recognized unstamped legacy files receive no inferred upgrade.

Restore replaces, never merges later work. Mac/Windows use SQLite; PostgreSQL needs PostgreSQL. Limit: 2 GiB file, 4 GiB expanded; larger companies need administrator-managed recovery.

Protect the computer too

Use an OS login, disk encryption, updated security software and screen locking. Encrypted secrets do not encrypt the whole database. Reinstall is not a backup; app signing does not guarantee financial-data safety.

Small-office and technical deployments

For most users, the desktop installer is the simplest option. An administrator should configure these alternatives, including access, security and recovery.

Desktop or Shared Server

Desktop runs on the activated Mac or Windows computer. Several people can have separate logins on that computer without changing its edition. Shared Server runs one managed host that people reach through a browser, including from other locations when secure remote access has been configured.

1. On Downloads, choose Server, then Mac Server or Windows Server. Both use the same installers as Desktop; your Server license enables sharing.

2. Activate your Server key on the host. For an existing Desktop upgrade, keep the same key and choose Refresh License after Bedrock confirms the upgrade. Your initial update cutoff does not restart.

3. In the installed app, sign in as an administrator. Open Settings > License & updates and choose Turn On Network Sharing. Save work, quit and reopen Local Books.

4. Give staff the connection address shown in Settings and separate accounts under Settings > Users & access. Keep the app open and the computer awake while they work.

5. Use a trusted network. For access outside your office, arrange a secure VPN with your administrator rather than opening a public port.

Keep the deployment recoverable

Use the native app on the host to install updates. Ask connected users to save before restarting. To stop sharing, choose Turn Off Network Sharing, then quit and reopen. Your license and company files stay in place.

Existing managed-server deployments keep their original storage and private updater instructions. Do not replace or delete their data. See Shared Server operation and updates in the Complete User Manual.

Connect office computers

Local Books Office connects up to four approved workstations to a host running the Desktop app; the host counts toward the five-computer total. Mac and Windows computers can work together. Activate the Desktop license on the host; approved workstations do not need separate license keys. Keep the host awake with Local Books running. Signing out of the host staff account does not stop sharing. Pair each workstation with the host owner’s one-use code, then have each staff member sign in with their own account and existing permissions. An interrupted connection can retry without pairing again. See **Office computer setup** in the Complete User Manual for steps and trusted-network guidance. Office is distinct from Shared Server.

Do not open one live SQLite company file from a shared sync folder on several computers. Use one intentionally configured server or work from separate verified copies for testing. A cloud-synced folder is not a substitute for a multi-user database service.

Troubleshooting and glossary

Start by noting the app version, operating system, active company, exact action and complete error message. Never include passwords or financial records unnecessarily.

Problem	First safe check
App is listed twice	Check whether one is a mounted installer, shortcut, or separate app location. Keep the intended installed copy; preserve all data.
Saved PDF/CSV is missing	Open Documents > Local Books: Documents holds invoice PDFs; Reports holds reports and CSV exports. Show in folder opens the actual saved location, including any fallback.
Bank/card is absent from a picker	Check Bank/Credit card kind on the chart account and the bank-feed mapping.
Import fails or looks incomplete	Confirm file layout, required headers and supported entities; read Dry Run and row errors. Do not retry blindly into live books.
AI connection fails	Check provider, model, API permission/billing and required fields. A local HTTP endpoint is not supported.
Receipt scanning fails	Try a clear supported image/PDF and inspect scanning status in Settings. Linux may need additional OCR tools.
App will not open	Preserve data and collect launcher.log from the desktop data folder. Request technical assistance and include the error message.

Plain-language glossary

A/R (receivables): money customers owe you. **A/P (payables):** money you owe suppliers. **Ledger:** the posted accounting record. **Trial balance:** balances of all ledger accounts, with debit and credit totals. **Reconcile:** compare your books with an external statement. **Match:** link a bank line to an existing entry. **Void:** reverse a posting while preserving history. **Opening balance:** the starting amount at a chosen cutoff. **API token:** a credential allowing another program authorized access.

When to ask for help

Stop and seek assistance before restoring over live data, altering a reconciled period, repeating a failed migration, or relying on unverified payroll/tax output. When requesting help, include a redacted screenshot and the error text; provide financial data only through an agreed secure channel.

Keep this guide with the installer and retain the included license/notices.

Accounting controls, tax support & data protection

Local Books includes tools to support organized records, accountable bookkeeping and careful handling of sensitive information.

Built-in capability	What it means for you
Double-entry accounting	Sales, purchases and other supported postings create balanced journal entries. Protected control accounts help keep automatic posting consistent.
Review and period controls	Bank reconciliation compares the ledger with statements. Closing dates restrict changes to earlier activity. The Audit Log records application changes and identifies the user where available.
Tax preparation support	Payroll calculations, W-2/W-3/940/941 reference reports, sales-tax reporting, Schedule C mappings and vendor 1099 summaries help organize tax information.
Traceable tax reports	Generated payroll tax PDFs include an audit ID and a SHA-256 hash of the underlying report data. The stored audit record supports comparison and review; the hash is not a signature over the entire PDF file.
Sensitive-data protections	Employee bank details and stored AI credentials use field-level encryption. Passwords are hashed. User roles and protected employee portal access help limit access.
Local data and recoverability	Desktop company records remain on your computer. Password-protected company backups include the database, saved attachments, logo and encrypted-field recovery data. Keep the backup password and a separate copy of the archive safely.

Use these safeguards as part of your normal routine

Reconcile accounts, keep supporting documents, review the Audit Log, limit administrator access and test backups. Protect the computer with disk encryption and a strong login. Optional bank, email, payment and AI services involve external providers; a local app does not make those connections offline.

Tax responsibilities and assurance

These features support your accounting process; they do not certify the app or your business as IRS-approved or compliant with every tax rule. Payroll includes reviewed wage bases, retained reporting documents and separate correction histories. Confirm applicable rules, actual filing acceptance and tax payments separately. A saved PDF is not a filed return.

The IRS permits recordkeeping systems that clearly show income and expenses, and employers generally remain responsible for their employment-tax duties. Keep a retention policy suited to the records and applicable rules.

Official references: IRS Recordkeeping; Publication 15, Employer's Tax Guide. Reviewed September 19, 2026. Product capabilities checked against Local Books documentation and relevant implementation; no independent compliance certification is asserted.