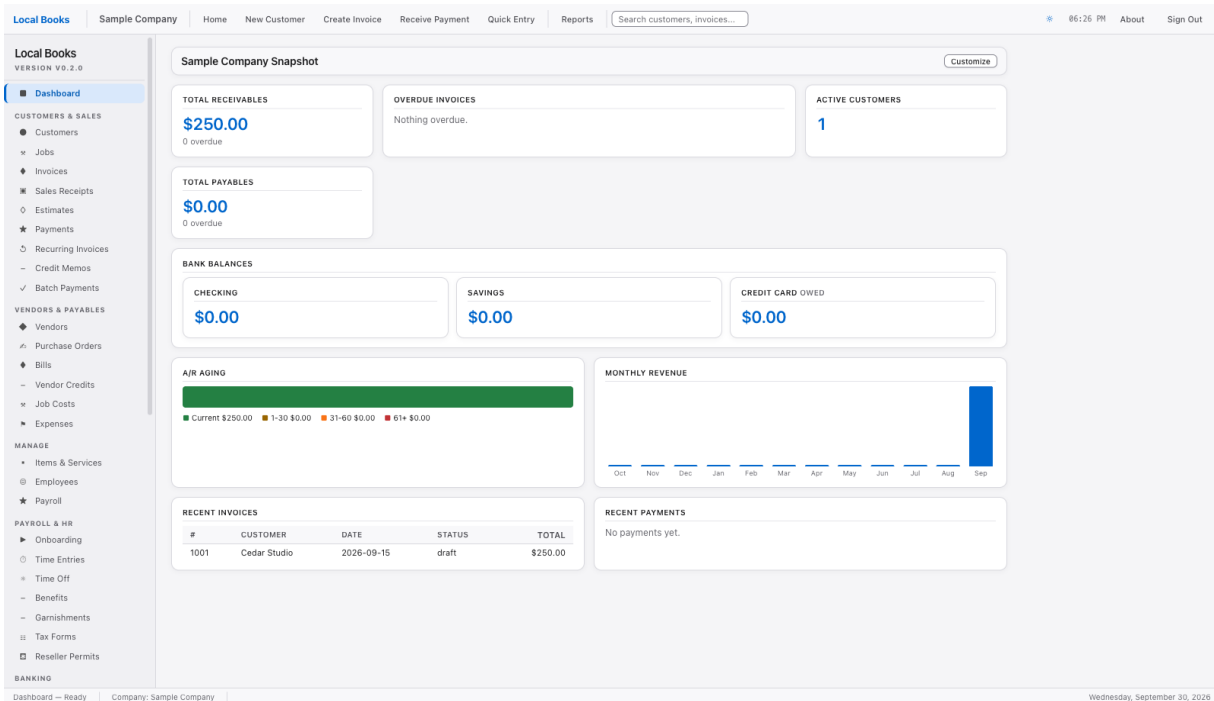




Local Books

Complete User Manual

Install confidently. Keep your books organized.
Understand what your numbers are telling you.



Illustrations use the supplied Sample Company. Names, balances, and dates are examples, not your business records.

For Local Books 0.2.0

Desktop users and small-office administrators

Manual edition: September 30, 2026

Start with pages 3-6. If you already have books in another program, read pages 14-16 **before importing or entering opening balances**. No GitHub account is needed to use this manual or the Local Books installer.

Find your next step

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How to read this guide

Detailed screen reference begins on page 26. Bold words identify screens or controls. Settings > AI Insights means open Settings and find that section. Scroll to reveal more controls. PDF bookmarks jump to chapters.

This guide describes the Local Books v0.2.0 interface and features. Screens and third-party services may change. It is operational guidance, not accounting, tax, legal, or security certification. Ask a qualified professional to review your opening balances, payroll, taxes, and migration results.

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. This 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 Windows release is not currently signed. A portable ZIP is also available.
Linux or Intel Mac	Technical source/Docker deployment, not a native one-click installer. Arrange setup with your administrator; 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. Complete the first-run company setup.
3. For an update, quit Local Books first, make a backup, and replace the existing app in the same Applications folder. Keep your data folder.

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 warns about an unknown publisher, verify that the file came from a trusted source before proceeding. Do not disable antivirus or organization security policies.
3. For the portable ZIP, extract the entire folder before running LocalBooks.exe. WebView2 is required for its native window; the app may offer a browser fallback.

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

A company is a separate set of books. The company name belongs to your business, church, or organization - not the software publisher.

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**. Review company name, address, contact details, and tax ID where applicable. Upload your own logo if you want it on your documents.
3. Review **Invoice Defaults**: terms, tax rate, numbering and prefixes. Confirm tax treatment with your accountant. Save your changes.
4. Use **Company Type** to select Business or Nonprofit. Nonprofit changes vocabulary and exposes nonprofit workflows; it does not turn existing transactions into a different set of books.

Local Books Sample Company Home New Customer Create Invoice Receive Payment Quick Entry Reports Search customers, invoices... 06:26 PM About Sign Out

Local Books
VERSION V0.2.0

- Dashboard
- CUSTOMERS & SALES
 - Customers
 - Jobs
 - Invoices
 - Sales Receipts
 - Estimates
 - Payments
 - Recurring Invoices
 - Credit Memos
 - Batch Payments
- VENDORS & PAYABLES
 - Vendors
 - Purchase Orders
 - Bills
 - Vendor Credits
 - Job Costs
 - Expenses
- MANAGE
 - Items & Services
 - Employees
 - Payroll
- PAYROLL & HR
 - Onboarding
 - Time Entries
 - Time Off
 - Benefits
 - Garnishments
 - Tax Forms
 - Reseller Permits
- BANKING

Company Settings

Company Information

COMPANY NAME *
Sample Company

ADDRESS LINE 1 ADDRESS LINE 2

CITY STATE

ZIP PHONE

EMAIL WEBSITE

TAX ID / EIN

COMPANY TYPE
Business

Nonprofit shows donors, pledges, donations and funds in place of customers, invoices, sales receipts and classes, and adds the net-asset accounts and statements. Your data does not change; switch back any time.

Company Logo

Choose File No file chosen

PNG, JPG, GIF, WebP, or SVG - max 5 MB - 200x80 px recommended.

Invoice Defaults

DEFAULT TERMS DEFAULT TAX RATE (%)

Net 30 0.0

INVOICE PREFIX NEXT INVOICE #

e.g. INV- 1001

ESTIMATE PREFIX NEXT ESTIMATE #

E- 1001

DEFAULT INVOICE NOTES

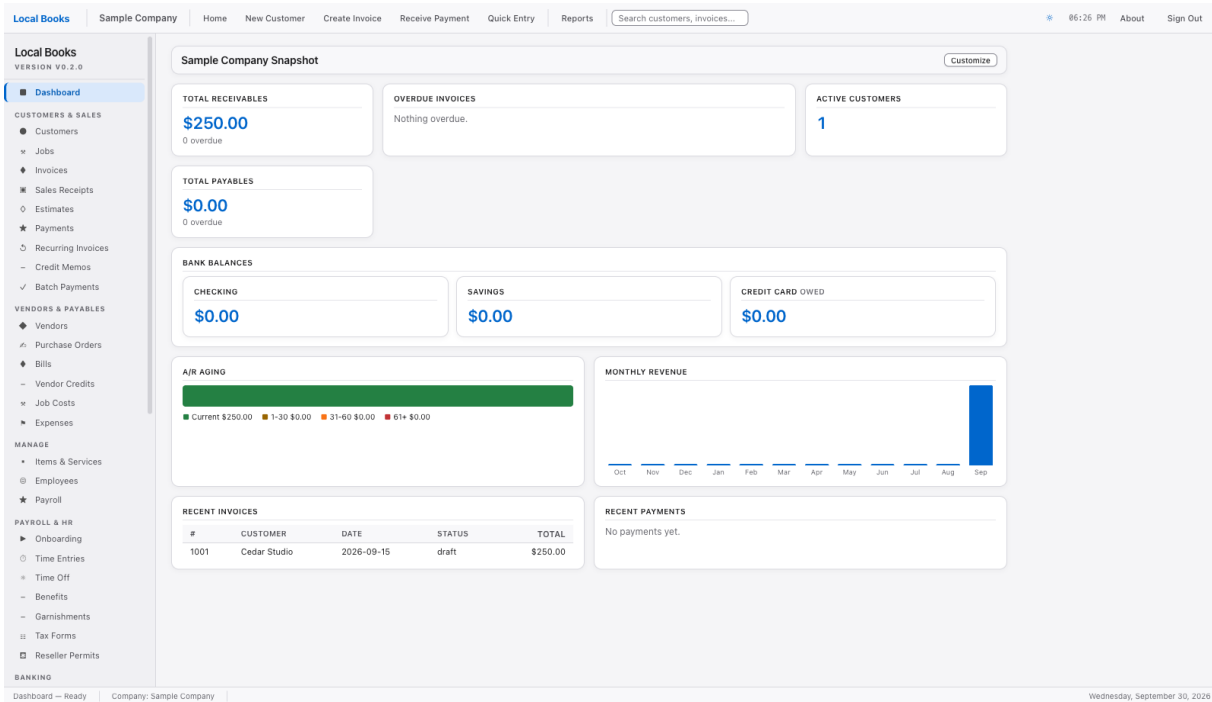
Company Settings — Ready Company: Sample Company Wednesday, September 30, 2026

Settings shows the organization using the books. Bedrock Group LLC is the software publisher; enter your own organization name here.

More than one company? Use **Companies > + New Company**. Close and reopen the desktop app to select another company; the Companies page does not switch the active company live. Always check the company name before entering transactions.

Find your way around

The left navigation groups everyday work. The top bar offers shortcuts and search. Your window may need scrolling to show the full menu.



Dashboard example: receivables are amounts customers owe; payables are amounts you owe vendors. These are not the same as cash in the bank.

Where to go	What you do there
Customers & Sales	Customers, jobs, invoices, sales receipts, estimates, payments, recurring invoices and credits.
Vendors & Payables	Vendors, purchase orders, bills, vendor credits, job costs and expenses.
Banking / Accounting	Registers, feeds, reconciliation, accounts, journals, budgets, reports and analytics.
Import & Export / System	Imports, QuickBooks connections, settings, audit history and company files.

A good first practice: use a separate test company to create a customer, a service item, an invoice, and a payment. Practice there before entering real records. Do not mix sample records into your live books.

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**. Keep categories meaningful and avoid near-duplicate accounts. Accounts marked **CONTROL** support automatic posting. You may rename them, but their number and account type are protected. Do not try to bypass those protections.

For a cash or bank account, use an asset account with kind **Bank**. For a card, use a liability account with kind **Credit card**. This flag makes the account available in payment and deposit selections.

Choose one starting method

Your situation	Starting approach
Brand-new organization	Begin with genuine initial funding and transactions. Do not invent prior balances.
Keep detailed history	Test a supported migration first (page 14). Check which records are actually imported.
Start at a cutoff date	Use accountant-approved opening balances, retain the old system as an archive, and separately plan outstanding invoices and bills.

Enter opening balances when appropriate

1. Open **Opening Balances**. Set the **As of Date** to your agreed cutoff date and enter a reference.
2. Enter the approved balances for assets, liabilities, and equity. Positive values post to each account's normal side; negative values reverse that side.
3. Review the displayed difference. Use **Auto-balance to** an equity account only when your accountant has approved the offset. Click **Post Opening Balances** once, then verify the resulting reports.

Do not count the same balance twice. A ledger migration, the Opening Balances screen, and a bank feed account's opening balance can all post balances. Choose the appropriate method rather than using all of them for the same money. An A/R or A/P total alone does not create individual unpaid invoices or bills.

Manual journals and closed periods

Use **Journal Entries** for accountant-approved adjustments. Total debits must equal total credits. Ordinary sales and purchases already create their own entries. After review, a **Closing Date** in Settings restricts changes to earlier transactions; do not change it merely 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.

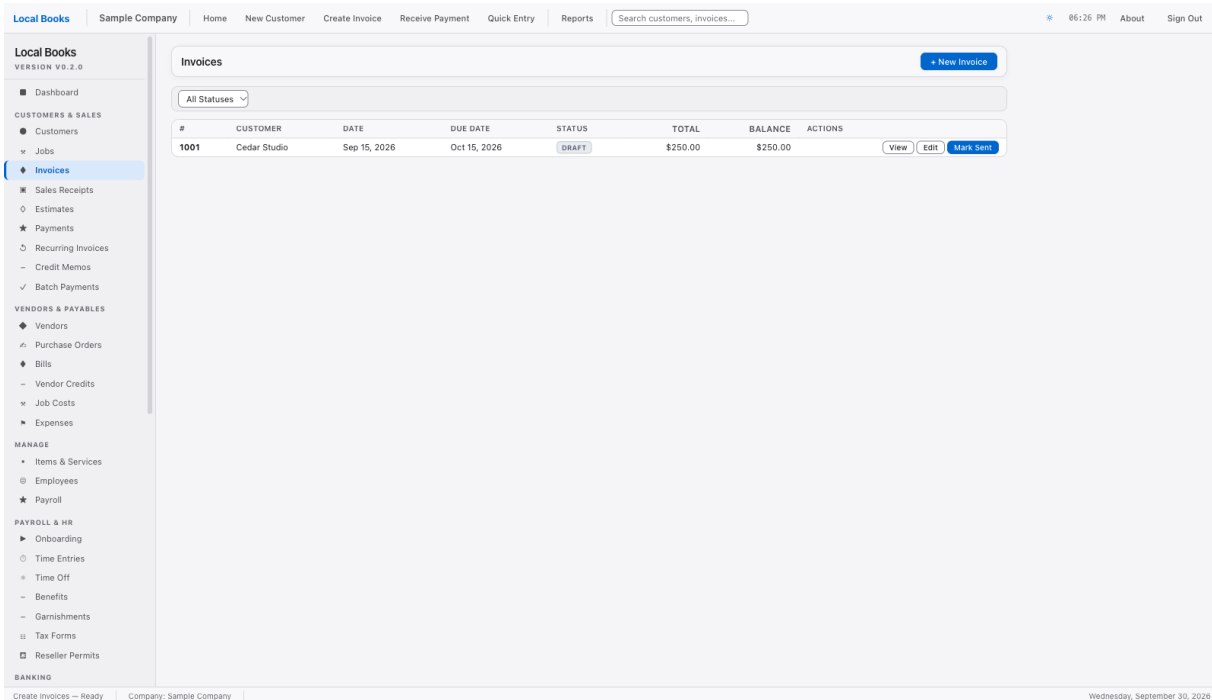
Import existing lists

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.

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. **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 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. Take extra care with similarly named checking accounts and credit cards.
5. Select **Sync Now**. 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 app exchanges the setup token for an encrypted stored access credential. Desktop sync is an outbound HTTPS connection; you do not need to open an incoming network port. Pending bank transactions are ignored until posted. Available history depends on the service; the first sync requests roughly three months, not your entire banking history.

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 retain a complete archive of the old system, including attachments, tax records and reports. Use a test company first.
2. Export the chart of accounts and general ledger/journals in the source's supported layout. Export a **Trial Balance** too if available, for the matching period/cutoff.
3. Open **Migrate Data**, choose the source, and upload the required files together. Check filenames identify chart/accounts, ledger/journal/transactions, and trial balance as applicable.
4. Run **Dry Run**. Read errors, warnings, counts and account mappings. Import only after it passes and you have a backup.
5. Separately import supported customer/vendor/item lists when needed. Compare reports, bank balances and outstanding customer/vendor detail against the original system. Record any gaps before going live.

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.

What is a trial balance? A report listing each ledger account's debit or credit balance. It is not just the cash balance, and you do not enter new money into Wave to make one. Export the report 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.

For customers and vendors, Terms defaults to Net 30 if not supplied. Use a plain numeric value for rates/costs and preserve postal codes and phone numbers as text in your spreadsheet. Save a CSV copy, 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. Export supported IIF lists from QuickBooks Desktop and retain your original company backup. Transaction exports may require a suitable additional export tool.
2. In **QuickBooks Files**, select the relevant import workflow and validate the file before importing. Import lists first so referenced accounts, customers, vendors and items can be found.
3. Import supported transactions in a test company, review results, and compare reports before repeating the approved process in your live company.

Supported IIF transaction types include invoices, payments, cash sales, estimates, bills and deposits. A cash sale is represented as a paid invoice plus a payment. Report CSV support is limited to specific layouts such as Deposit Detail, Check Detail and Transaction Detail filtered for Sales Receipts; it is not a general-purpose QuickBooks CSV reader.

QuickBooks Online: a configured API connection

This connection already supports an Intuit sign-in/authorization flow. It requires valid Intuit application credentials, environment selection and a matching redirect URI configured in **Settings > QuickBooks Online**. Have your integration administrator configure and test these first; sandbox credentials are not a live-business connection.

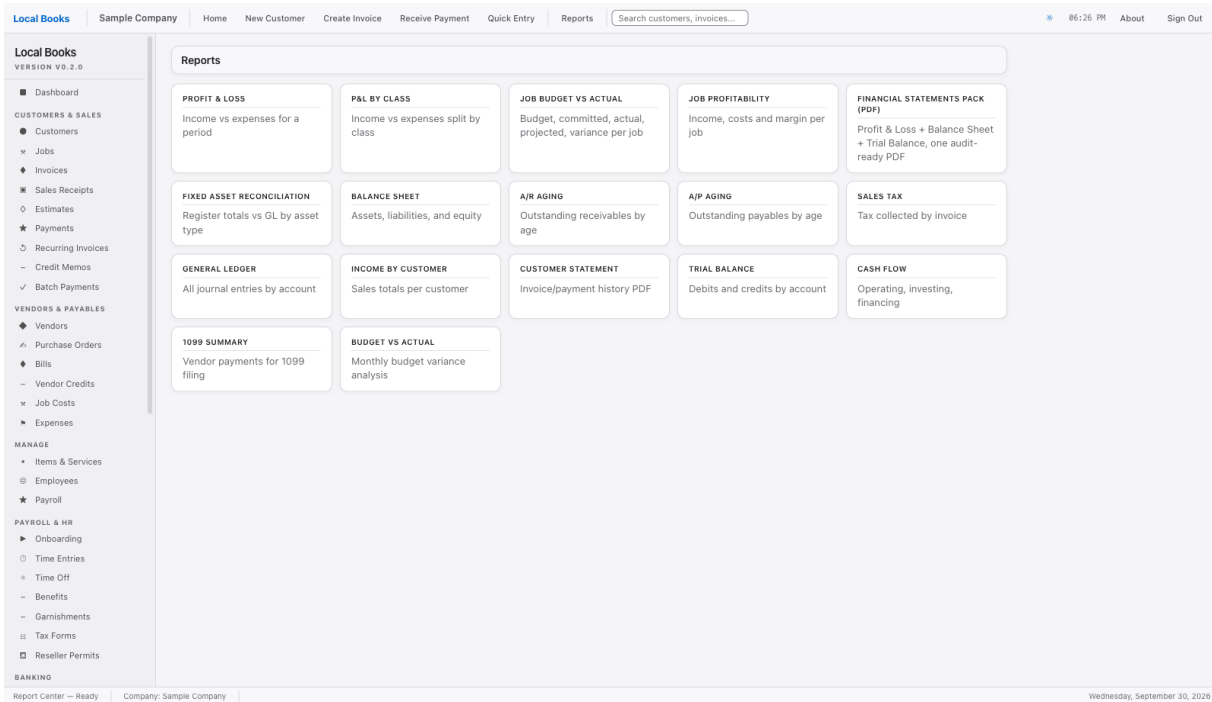
1. Once configured, open **QuickBooks Online** and choose **Connect to QuickBooks**. Sign in with the authorized Intuit account and select the intended company.
2. Choose the supported entities to import or export and review the direction carefully. **Export to QuickBooks Online** writes into that external company.
3. Inspect results, mappings and balances before repeating a sync or transferring more data. Use a backup and a small test first.

"Import All Data" means all supported entities, not everything in the source account. The implemented import covers accounts, customers, vendors, items, invoices, payments and sales receipts. Do not assume payroll, every bill, attachments or all settings migrate through this connection.

The QuickBooks connection is separate from AI provider sign-in. Its presence does not mean AI subscription OAuth or a remote accountant connection is already available.

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	What income and expenses were recorded over this period?
Balance Sheet	What are the assets, liabilities and equity as of this date?
A/R or A/P Aging	Who owes you, or whom do you owe, and how old are those balances?
Trial Balance / General Ledger	What is each account's balance, and which entries explain it?
Cash Flow / Sales Tax	How did cash move, or what sales-tax activity was 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 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.

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 supplies planned amounts for comparison with actual activity. Classes provide a way to group activity, and **P&L by Class** helps review those groups. Set a consistent tagging policy so unassigned activity does not make comparisons misleading.

A forecast, budget, purchase order and posted transaction do different jobs. A budget or purchase order is not proof that money has been earned, spent or received.

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. Have your payroll professional verify current federal/state requirements, employee classifications, tax elections, opening year-to-date amounts, pay rates, deductions and company tax details.
2. Create employee records and review onboarding, time entries, benefits, garnishments and time-off settings as needed. Protect bank details and employee portal access tokens.
3. Review a test payroll calculation before a live run. Check gross pay, deductions, taxes, net pay and the accounts receiving the posting.
4. Save and review pay stubs and payroll reports. Independently confirm that actual payments, tax deposits and required filings are completed.

Important payroll limit: the project describes tax calculations as approximate. The presence of W-2, W-3, 940 or 941 output, or a payment/export feature, is not a guarantee of current tax compliance, accepted filing, or funds delivery. Use professional verification before relying on payroll.

Nonprofit organizations

Choose **Settings > Company Type > 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 (SMTP)**, 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.

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 > Online Payments contains 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 > API Tokens** to create a labeled 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

Your company data is separate from the application. Keep backups somewhere other than the computer that holds your live books.

Create and keep a database backup

1. Open the intended company. Go to **Settings > Backup / Restore** and choose **Create Backup**.
2. Find the new entry in the list and select **Download**. Confirm the file actually saved and note its location.
3. Keep dated copies on protected external or off-device storage. Back up before imports, updates, major corrections and period close. Encrypt off-device copies and restrict access.

A database snapshot is not the entire environment. Uploaded receipts/logos/attachments and encryption settings are separate. For a complete desktop recovery set, close the app and preserve the full LocalBooks folder below, including its hidden .env configuration and data subfolder. Keep encryption secrets private. A downloaded .db alone does not include these files.

Install	Full recovery folder (contains data and configuration)
macOS	~/Library/Application Support/LocalBooks/
Windows	%LOCALAPPDATA%\LocalBooks\
Windows Server Edition	C:\ProgramData\LocalBooks (administrator-managed)

Restore or move to another machine

Despite its heading, the current Settings screen offers Create Backup and Download, **not a Restore button**. Recovery requires administrator-assisted restoration. First preserve the current data and identify the correct company and backup date. Restoring replaces data; it is not a merge and can discard work entered after the backup.

Have the administrator use the supported restore procedure for the database type and preserve associated uploads and encryption keys. Test recovery in a separate safe location before depending on it. Do not paste a backup over an open database or substitute a PostgreSQL backup for a desktop SQLite file.

Protect the computer too

Use an OS login, disk encryption, updated security software and screen locking. Encrypted integration secrets do not mean the entire company database is encrypted. App uninstall/reinstall is not a backup, and signing the app is not a guarantee about the safety of your financial data.

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.

Windows Server Edition

One Windows computer can host the books while other office computers connect with a browser. The host must remain running and reachable. This is not automatically enabled just because several people have installed desktop copies.

1. Have an administrator configure the bundled Server Edition launch/startup and firewall setup on the chosen host. If moving existing books, verify the copied data and encryption keys before use.
2. The administrator supplies the connection address. Use it only over the appropriately secured office connection; do not independently create router port forwarding.
3. In **Settings > Users**, give each person their own login and role. Use administrator only where required, bookkeeper for daily work, and read-only for review.
4. Confirm backups, update responsibility, availability and a tested recovery process. Update the host, not separate copies of the company on each client.

The basic LAN mode serves plain HTTP. It is not an internet-ready secure hosting service. Remote or sensitive deployments need administrator-designed transport protection, authentication and access controls. Payroll/HR details and administration functions are restricted beyond ordinary bookkeeping roles.

Linux, Docker and Intel Mac alternatives

The source archive is a technical distribution, not a native Linux or Intel Mac installer. An administrator can extract it and use the included Docker Compose or native setup instructions. Docker uses PostgreSQL rather than the desktop company-file database.

Required work includes supported runtime dependencies, a non-default encryption secret, persistent database and uploads storage, migrations, backup configuration and network security. Retain the included installation documentation with that deployment. Do not run destructive volume-removal commands when trying to stop or update the service.

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	Read the save notification and use Show in folder if offered. Windows folder protection may cause a fallback into the app's data/Reports folder.
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. Database backups, separate uploads/configuration backups and optional exports support recovery and record retention.

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. The app labels tax forms as reference outputs and its documentation calls for professional verification of calculations. Confirm current tax-year rules, state/local requirements, 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.

Find the screen you are using

Pages 3-25 explain the overall workflows. Use this directory for fields, buttons, expected results and common corrections. Search this PDF for the screen name shown in the app.

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An asterisk on an app field marks required input. Optional fields and actions can vary with permissions, Company Type and the selected record. This reference documents the visible application workflows; it is not a claim that every external service is already configured.

Find the screen you are using

Pages 3-25 explain the overall workflows. Use this directory for fields, buttons, expected results and common corrections. Search this PDF for the screen name shown in the app.

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An asterisk on an app field marks required input. Optional fields and actions can vary with permissions, Company Type and the selected record. This reference documents the visible application workflows; it is not a claim that every external service is already configured.

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

Field or control	What to enter or expect
Company Name	Your organization name, not Bedrock Group LLC unless these are its own books.
Operator and password	Complete the first-run operator details and choose a unique password. This is your Local Books login, not an Apple or bank password.
Companies > + 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 setup if it 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. To change desktop companies, close Local Books and reopen it, then select the intended company.

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. Read balances and overdue activity, then follow the relevant customer/invoice link.
2. Use the left menu for complete lists. Scroll the navigation to reach Banking, Accounting, Import & Export and System.
3. Use the theme control if needed. Return to Dashboard after saving to review changed totals.

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 Information / Invoice Defaults

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. The form supports PNG, JPG, GIF, WebP or SVG, up to 5 MB; 200 x 80 pixels is recommended.
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. Review Company Information and document defaults. Do not use the publisher name as a placeholder for your own organization.
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 > 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.
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. Set the correct bank/card kind for financial accounts.
3. 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: 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: Banking > 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 balances and use New Invoice, Receive Payment or New Job.

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.

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.

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

You retain an identifiable invoice and supporting history. Quick Entry is a speed tool, not a validation of source paperwork.

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	The buyer and 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 and payment destination, and complete line detail.
2. Confirm the 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. 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

Apply money received to open customer invoices. Recording the payment does not initiate a bank transfer.

Open: Payments / Batch Payments

Field or control	What to enter or expect
Customer / Date / Amount	Whose payment it is, when received and the actual amount.
Method / Check # / Reference	Identify the real payment source for later matching.
Deposit To	Choose the bank, or Undeposited Funds if money will be grouped into a later deposit.
Invoice allocations	Choose the invoices and amounts this payment settles; review remaining balances.
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. Use + Record Payment, select the customer, complete the payment fields and allocate it to the intended invoices.
2. Choose Record Payment and verify the invoice balances. For several payments, use Batch Payments and inspect each selected amount before Apply Batch Payment.
3. Use View on an existing payment to inspect details. Use Void Payment only for an actual correction, then review affected invoice balances.

Check the result

Full allocations close invoices; partial allocations leave the remainder outstanding.

If something looks wrong: If the right invoice is not listed, confirm customer and outstanding balance. Do not create a new sale to represent a payment. 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, create the template, review its schedule and lines, and save. Use Generate Now when appropriate; confirm which invoices were created before repeating.
2. For a credit, choose + New Credit Memo, complete the customer/date/lines and Create Credit Memo.
3. Choose Apply, select the intended invoice allocation, and Apply Credit. Review the reduced balance. Use Void only to reverse an incorrect credit.

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. Use Edit to maintain the same vendor record as details change. Select it on purchase documents.

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	Expected delivery date, separate from a bill due date.
Tax Rate / Lines	Items, quantities, costs and expected tax.
Notes	Delivery, scope or authorization details.

What to do

1. Create the purchase order and review the vendor, items, quantities and amounts before Create PO.
2. Use Edit when the order details change. Keep the vendor confirmation and supporting paperwork.
3. When the bill arrives, choose To Bill and review the resulting bill before recording its payment.

Check the result

Conversion moves the purchase into the bill workflow; the order no longer represents an unconverted commitment.

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 the purchase detail and correct expense or inventory category. Split allocations require a deliberate policy.
Pay From / Date / Method / Check #	On Pay Bills, identify the actual payment account and date.
Selected bills / amounts	Pay only the intended bills and amounts; partial payments leave balances.

What to do

1. Choose + Enter Bill, complete vendor/date/terms and lines, and Save Bill. Review the total and attach the source bill through View.
2. When paid, open Pay Bills. Choose the actual bank account, date/method and the bill allocation amounts.
3. Choose Pay Selected Bills and confirm remaining balances. Match the outgoing bank line to this payment.

Check the result

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

If something looks wrong: Do not record the bill and payment again as an Expense. If the list does not offer Edit, do not assume bills can be freely rewritten; use the allowed void/correction workflow with attention to existing payments.

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.
Apply Credit	Allocates available credit to the chosen bills.

What to do

1. Choose + New Vendor Credit and complete vendor, date, reference and credited lines.
2. Choose Create Vendor Credit. Review the record and available credit.
3. Select Apply, allocate it to the appropriate bills, and choose Apply Credit. Check the unpaid bill balances.

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. Choose Enter Expense or Enter Charge as appropriate. Complete date, amount, category and bank/card selection.
2. Save Expense or Save Charge once. Open View where available and retain the supporting receipt.
3. When the statement line arrives, match it. 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

Connect statement identities to ledger accounts and review all postings on the account.

Open: Bank Accounts

Field or control	What to enter or expect
Ledger account	Select the real bank/card ledger account or create the appropriate new one.
Feed / statement name / Bank name / Last 4	Labels that distinguish statement sources without recording a full bank login.
Opening balance / As of	Posts a starting balance if used. Leave it out when the balance already exists.
+ Entry > Amount / Category	Signed amount and the other side of the accounting entry. Bank/card categories represent transfers.
Transfer > From / To / Amount	Move money between your own financial accounts; choose source and destination carefully.

What to do

1. Choose + New Bank Account and link it to the correct ledger account. Review any opening balance before Create.
2. Open the register to inspect date, payee, source, running balance and cleared/reconciled marks.
3. Use + Entry for a genuinely unrecorded transaction, or Transfer for movement between accounts. Save and verify both sides.

Check the result

The register is a view of ledger postings, not a separate bank balance that can be edited independently.

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	Select the Local Books destination for each external account.
Sync Now	Fetch new/overlapping posted history; review results afterward.
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, enter it in the Connect form, and map accounts carefully.
3. Use Sync Now and complete bank review. Reauthorize a bank on Bridge if the service requests it.

Check the result

Posted transactions enter the normal review/matching flow. No incoming public server port is needed for desktop sync.

If something looks wrong: A consumed setup token cannot be reused. Pending transactions may not appear until posted; historical availability is limited. Never paste bank credentials into Local Books 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.
Statement Date / Ending Balance	Use the bank statement values; for a card use the amount owed.
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.

What to do

1. In Make Deposits, select the correct pending receipts, destination and date; verify the grouped total and Make 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.

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.

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.

Open: Reports

Field or control	What to enter or expect
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.
Save PDF / Export CSV	PDF preserves presentation; CSV is useful for analysis. Inspect the downloaded file.
Financial Statements Pack	Combines Profit & Loss, Balance Sheet and Trial Balance with consistent selected dates.
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.
2. Choose dates/filters and inspect the totals. Use General Ledger to investigate an account rather than guessing from a single dashboard figure.
3. Save/export and confirm the company, period and page content before sharing with a customer or accountant.

Check the result

The report reflects posted data and the chosen filters. Exporting does not file tax returns or update another application.

If something looks wrong: If two reports differ, align dates and scope first. A missing document may be in another company, still unposted, voided, or filtered out. Keep private payroll/customer information out of broad email lists.

Tax Reports and payroll Tax Forms

Prepare and review tax information. Treat generated tax forms as reference outputs until professionally checked.

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 the displayed reporting data.
Schedule C mappings	Map accounts to approved tax categories; not every business files Schedule C.
Pay Sales Tax > Amount / Date / Pay From / Check #	Records a tax payment in the books. It does not submit a government payment.
Tax Forms > Year / Quarter / Employee	Choose the period and employee required for W-2, W-3, 940 or 941 output.
Audit ID / data hash	References a stored audit record of the report payload, 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
First / Last Name / SSN Last 4	The UI collects the last four digits, not a complete SSN. Do not infer filing readiness from a populated employee list.
Pay Type / Rate / Frequency	Hourly uses an hourly rate; the pay-run display treats salary as annual. Choose the correct frequency.
Filing status / W-4 fields	Enter the actual elections, distinguishing annual amounts from extra withholding per pay period.
Work/Residence State / state/local fields	Use verified jurisdictional elections. Job cost rate and burden are for costing, not a substitute for payroll rate.
Details tabs	Review year-to-date amounts, bank accounts, 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 Start / Period End	Dates covering the work being paid.
Pay Date	Actual payment date; can differ from the work period.
Employee selection / Hours	Choose the employees in this run and verify hours. The form can show a default of 80 hours; this is not evidence of time worked.
Use approved time entries	Pulls approved, unpaid hourly time within the selected period. Review overtime and time-entry summaries.
Calculate Payroll / View / Process	Calculate creates the reviewable draft; Process is the deliberate next action after review.

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: If calculation is wrong, stop before Process. If already processed, preserve the run and seek a controlled payroll correction; this UI is not a general-purpose undo tool. Tax parameters require current-year professional verification.

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 the employee tasks and completion/signature information.
New-Hire Report JSON / Download PDF Report	Produces a reference/export document; does not automatically submit a state new-hire report.
Log Time > Employee / Date	The worker and date of work.
Regular / Overtime / Double-Time / Break	Use approved time classifications. Clock fields supplement, rather than replace, review of the entered hours.
Job / Description / Approve / Reject	Attribute work and review pending entries before payroll inclusion.

What to do

1. Open the employee onboarding checklist and complete tasks only after supporting actions/documents are actually finished.
2. In Time Entries choose + Log Time, enter employee/date/hours and relevant job detail, then Log Time.
3. A reviewer selects Approve or Reject on pending entries. Confirm approved time appears 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	Creates a private employee access link. Treat it as a password.
Email to Employee / Rotate Token	Use a verified recipient; rotating invalidates the prior link.
Routing number / Account number / Kind	Enter authorized bank details carefully; verify routing/account information out of band.
Deposit Type	Use the intended split/amount/remaining-balance setup and confirm complete payment allocation.
Reachable address	A localhost link works only on the host computer. Remote employees need an intentionally 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 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, not just a similar product name.
Chart / ledger / trial files	Use supported exported CSV/TXT layouts and recognizable filenames; a trial balance verifies balances rather than adding money.
Dry Run / Import	Correct errors first; Import unlocks after a passing dry run.
CSV import type	Customers, vendors and items only for the list-import workflow.
Result counts / skipped rows	Read them. Exact-name list duplicates are skipped, not updated.

What to do

1. Choose a cutoff and preserve original reports/files. Create a backup and test company.
2. Import supported accounts/ledger via Migrate Data and contact/item lists separately as needed; use the exact headers on page 15.
3. Compare balances, counts and unpaid detail with the source. Identify missing invoice relationships, attachments and settings before going live.

Check the result

Only supported parsed data transfers. Passing validation is not proof of a complete company migration.

If something looks wrong: Do not combine migrated balances with another opening-balance posting for the same amounts. Do not re-import blindly after an error; inspect what was saved and restore only through a controlled recovery process.

QuickBooks Files and Online

Use the file route for supported Desktop exports, or a configured Intuit API connection for Online.

Open: Import & Export > QuickBooks Files / QuickBooks Online

Field or control	What to enter or expect
IIF file / Validate / Import / Clear	Validate supported lists/transactions; Clear resets the import selection, not a reversal of imported records.
Import Report CSV	Only supported report layouts, not every QuickBooks spreadsheet export.
QBO client credentials / environment / redirect URI	Administrator configuration matching the Intuit application and test/live environment.
Connect / Disconnect	Authorize the intended QuickBooks company or remove the local connection.
Import / Export selections	Import reads into Local Books; Export writes into QuickBooks Online. Check direction before clicking.

What to do

1. For IIF, import lists first, validate transactions and compare results in a test company.
2. For QBO, complete Settings configuration, Connect to QuickBooks and verify the selected company.
3. Transfer a small supported scope, inspect results, then proceed with the reviewed selection. Preserve source backups.

Check the result

Supported entities move through the selected path. Import All Data means all supported types, not every source feature.

If something looks wrong: A sandbox connection is not a live-company connection. Never click Export to test a connection against live books without intending to write there.

Analytics and AI Insights

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

Open: Analytics & AI / Settings > 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. Configure provider/model/key in Settings, Test and Save. A consumer chat subscription is not automatically API access.
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: AI subscription OAuth and direct local-model connections are not implemented in this release. If Test fails, check credential, model permission, billing and required fields before changing your books.

Email, online payments and late fees

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

Open: Settings > Email / Online Payments / Late Fees

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.

Users, API Tokens and Audit Log

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

Open: Settings > Users / API Tokens / Audit Log

Field or control	What to enter or expect
Users / role / active	Use separate logins. Admin controls setup; bookkeeper handles daily books; read-only is for review. Payroll/HR details have additional restrictions.
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.
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 both database snapshots and a complete protected recovery set.

Open: Settings > Backup / Restore

Field or control	What to enter or expect
Create Backup	Snapshots the open company database.
Download	Copies the selected snapshot out; confirm the destination and file size.
Full LocalBooks folder	Preserve data, uploads and hidden configuration/secrets with the app closed; locations are on page 22.
Restore	The current Settings UI has no Restore button. Administrator-assisted restoration replaces data rather than merging it.

What to do

1. Create and Download a backup before an import, update or major correction. Name/store dated copies away from the live computer.
2. Keep a protected complete recovery set including uploads and configuration. Encrypt off-device copies and protect the keys.
3. Periodically test restoration into a separate safe environment. Verify company identity, reports, attachments and encrypted connections before depending on it.

Check the result

You have a database rollback point and the separate files needed for a fuller recovery.

If something looks wrong: Do not replace an open database, restore into the wrong company, or expect post-backup work to remain after a restore. Reinstalling the app does not recreate lost books.

Worked example: sale through bank match

Follow a complete no-tax example to learn how the screens connect. These figures are training values, not instructions about taxability.

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.

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.