

APEX LEDGER PRO

Official Interactive User Manual & GTM Feature Guide

Comprehensive Desktop Guide for Small Business Owners & Bookkeepers

MANUAL CHAPTERS INDEX:

CHAPTER 1: Executive Dashboard & Live Calendars Page 2

CHAPTER 2: GAAP Double-Entry Books & General Journals Page 3

CHAPTER 3: Invoicing, Sales Pipings & Local PDF Printing Page 4

CHAPTER 4: Wireless Phone Syncing, LAN Servers & Firewalls Page 5

CHAPTER 5: Active AI Copilot Agent & Global Search Hub Page 6

*Note: This manual contains confidential product specifications and user procedures.
All database schemas operate completely locally under absolute user privacy.*

CHAPTER 1: EXECUTIVE DASHBOARD & LIVE CALENDARS

The Executive Dashboard acts as your centralized financial command cockpit, giving you real-time visibility over key corporate operational performance indicators.

1. REAL-TIME YTD ANALYTICS CARDS:

At the top of the dashboard, four high-contrast metric cards display your vital financial standing:

- REVENUE YTD: Total gross collections from cleared/paid invoices.
- EXPENSES YTD: Aggregated sum of all overhead, material, and supplies ledger entries.
- NET PROFIT: Your net bottom-line profit along with your current net profit margin.
- OUTSTANDING: Total uncollected capital currently waiting in the invoices pipeline.

2. DUAL-TREND GRAPHIC VISUALIZER:

The central graph displays two distinct color-coded trend lines simultaneously. The blue line represents your YTD Revenue, while the red line represents your Operating Expenses. Soft gradient fills below the lines show peaks and valleys. This allows you to visually audit profit trends without compiling complex tables.

3. LIVE CORPORATE CALENDAR:

The Corporate Calendar panel provides automated reminders of upcoming deadlines based on your live database:

- Unpaid invoice dates are automatically tracked to generate 'Invoice Collection' alerts.
- Employee rosters are checked to trigger mid-month and end-month 'Payroll Disbursement' milestones.
- Built-in federal corporate tax schedules highlight upcoming IRS Estimated Tax Q2 deadlines.

CHAPTER 2: GAAP DOUBLE-ENTRY ACCOUNTING

Apex Ledger Pro features standard GAAP-compliant double-entry general ledger accounting utilities, securing absolute mathematical balance in your financial books.

1. THE GENERAL JOURNAL WORK_SHEET:

To record adjusting, equity, or asset transfer transactions, navigate to the 'Books' tab and click the 'General Journal Entries' sub-tab. To post a journal entry, follow these steps:

- STEP 1: Select the posting date using the calendar dropdown.
- STEP 2: Choose the target account to Debit (Dr.) from the Debit Account dropdown.
- STEP 3: Choose the target account to Credit (Cr.) from the Credit Account dropdown.
- STEP 4: Input the numerical transaction value (e.g. 1500.00).
- STEP 5: Enter a descriptive memo and click 'Post Double-Entry Journal'.

2. DOUBLE-ENTRY LOCKS AND VALIDATION:

The posting engine enforces mathematical balance and proper accounting principles on every entry:

- It prevents posting an entry where the Debit Account is identical to the Credit Account.
- It automatically checks if the system is under 'Ledger Lockdown Mode' (which freezes all edits).

3. THE JOURNAL LEDGER REGISTRY:

All posted entries immediately populate the right-hand widescreen ledger table, clearly displaying the date, Debit account, Credit account, and currency-formatted transaction values. All rows are cleanly aligned and vertical row numbers are completely hidden for standard presentation.

CHAPTER 3: INVOICING, BI ESTIMATES & PDF GENERATORS

The CRM, Estimates, and Invoicing workspaces allow business owners to smoothly manage their client relationships, track bidding pipelines, and compile direct professional billing statements.

1. LOGGING BIDS AND ESTIMATES:

Under the 'Clients' navigation tab, select 'Bids & Quotes' to draft proposals. The widescreen estimates grid features a column-ratio resize model that stretches the 'Work Scope Brief' column, ensuring long project descriptions never get truncated or cut off on smaller screens.

2. GENERATING DIRECT INVOICES:

To bill a client, select the 'Invoices (Sales)' sub-tab. Fill out the Generate Direct Invoice form. The left form column is fully wrapped inside a vertical scroll container. This protects the numerous inputs (Customer selection, Project selectors, descriptions, and tax rates) from ever getting squished on compact screens. The main invoices table also stretches the 'Scope Details' column to prevent descriptions from being cropped.

3. OFFLINE PDF BRANDING ENGINE:

To compile an invoice, highlight the row and click 'Save Invoice PDF'. The system reads your custom branding preferences (set in General Settings, like Company logo, currency, and primary accent colors) and compiles a professional HTML-based document. It converts the HTML natively into a vector PDF completely offline!

CHAPTER 4: WIRELESS PHONE PORTAL & SECURITY FIREWALLS

Apex Ledger Pro features cutting-edge local-network integration tools that allow you to sync multiple devices and perform mobile receipt uploads without relying on third-party cloud database platforms.

1. ESTABLISHING THE LOCAL SYNC SERVER:

Navigate to 'Settings' and open 'Advanced GTM Utilities'. The local sync block dynamically reads your host computer's active network card, identifies your local IP address (e.g. 192.168.1.45), and displays your active upload and sync URLs. Click 'Start Local Sync Host Server' to open Port 8500 over your local Wi-Fi router.

2. BEAMING PHONE UPLOADS & MULTI-FILE PRESERVATION:

Connect your mobile phone and host computer to the same Wi-Fi network. Open the displayed URL on your phone's browser to snap a photo of any receipt, bill, or PDF file. The server automatically handles the transfer and saves the file with a unique, timestamped filename (e.g. 'mobile_upload_1717894.png') to prevent files from overwriting each other. Click 'Phone Sync' on the bills screen to instantly link the uploaded receipt!

3. MULTI-USER MOBILE INVOICING PORTAL:

Employees can also navigate to the invoice URL (e.g. http://<ip>:8500/create_invoice) on their tablets or phones. The server queries your live database to display active customers and projects. Submitting the mobile form commits a direct unpaid invoice immediately to the master desktop ledger over Wi-Fi!

4. FIREWALLS & LEDGER LOCKDOWNS:

You can restrict LAN server access to authorized office devices by inputting whitelisted client IP addresses in the Security Logs tab. You can also freeze all database writes instantly by clicking 'Activate Strict Ledger Lockdown'.

CHAPTER 5: ACTIVE AI COPILOT AGENT

The built-in AI Copilot Assistant is a fully integrated, local-first analytical agent. Unlike standard mock chat windows, your Copilot has direct, secure access to your local SQLite database.

1. REAL-TIME DATABASE INTERROGATIONS:

You can ask your Copilot standard business analytics questions or click the quick-inquire buttons on the left panel:

- 'Give me a financial summary' - The Copilot queries your paid invoices and business expenses to compute your total gross revenue, overall expense totals, net profit margins, and pending collections.
- 'How much revenue have we earned YTD?' - Calculates and prints gross sales revenue figures.
- 'Show all pending invoices' - Lists all outstanding invoice numbers, balances, and billed client accounts.

2. ACTIVE DATABASE WRITE ACTIONS:

Your Copilot is capable of executing live write actions on your ledger using natural language processing. You can type:

- 'Create customer "Delta Corp" contact "Jane" email "jane@delta.com" phone "555-0199"'
- *Result:* The Copilot extracts the customer details, inserts a new record into your 'customers' table, and logs the action under your operator profile in the audit trails.
- 'Log expense of \$45.00 for electricity bill from vendor Duke Energy'
- *Result:* The Copilot identifies the bill value, maps the purchase to the standard 'Utilities: Electricity' accounting category, commits the transaction, and returns a detailed receipts confirmation block.

3. WIDESCREEEN GLOBAL SEARCH HUBS:

To search for entries, use the 'Search' tab. The prominent, widescreen search input box searches across four separate tables (Clients, Invoices, Expenses, and Security Logs) simultaneously, returning hover-reactive and clickable cards that take you directly to those records!