

Journals are used to keep track of financial transactions. i.e., a record of all business transactions. Transactions are typically recorded in a journal before being recorded in a ledger account. With Gridlex Sky, users can develop detailed journal reports that can be used to make decisions about financial planning. They can keep a track of their debits and credits, income and expenses, money transfer, and many more.

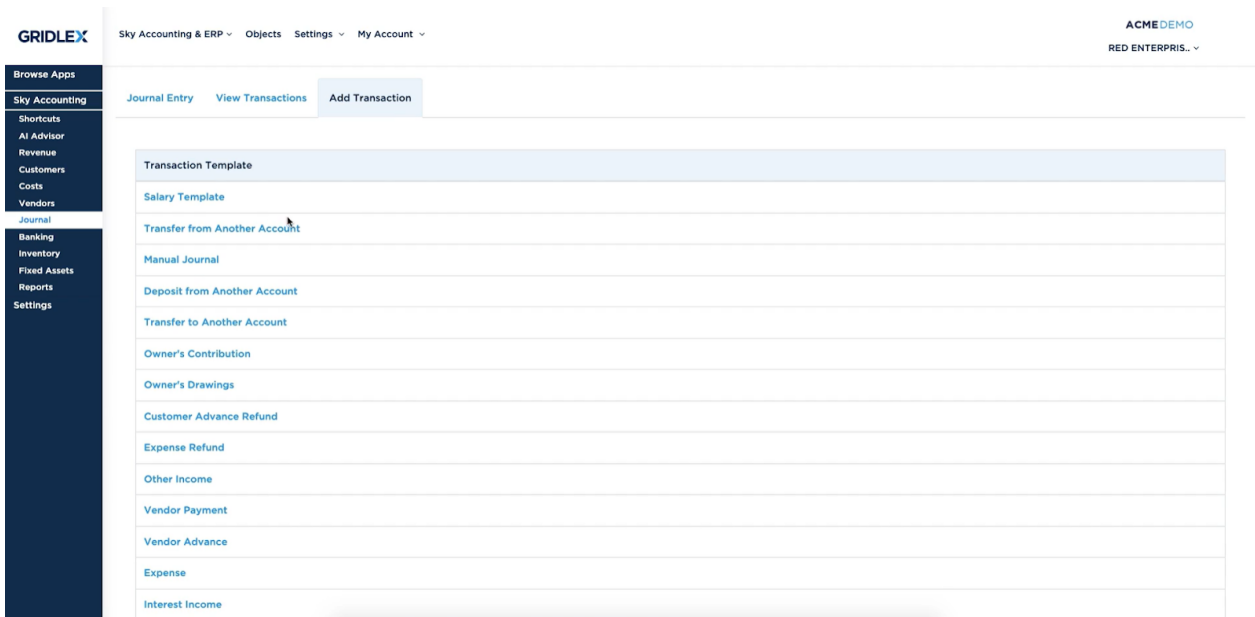
If you need any help with any feature, data migration of your old accounting data, questions on Chart of Accounts (COA) or anything at all, just email aps@gridlex.com, and our team of expert accountants will be here to help you. Remember, that one of Gridlex’s core values is Customer Success. We want you to be successful.

Creation of Journal in Gridlex Sky

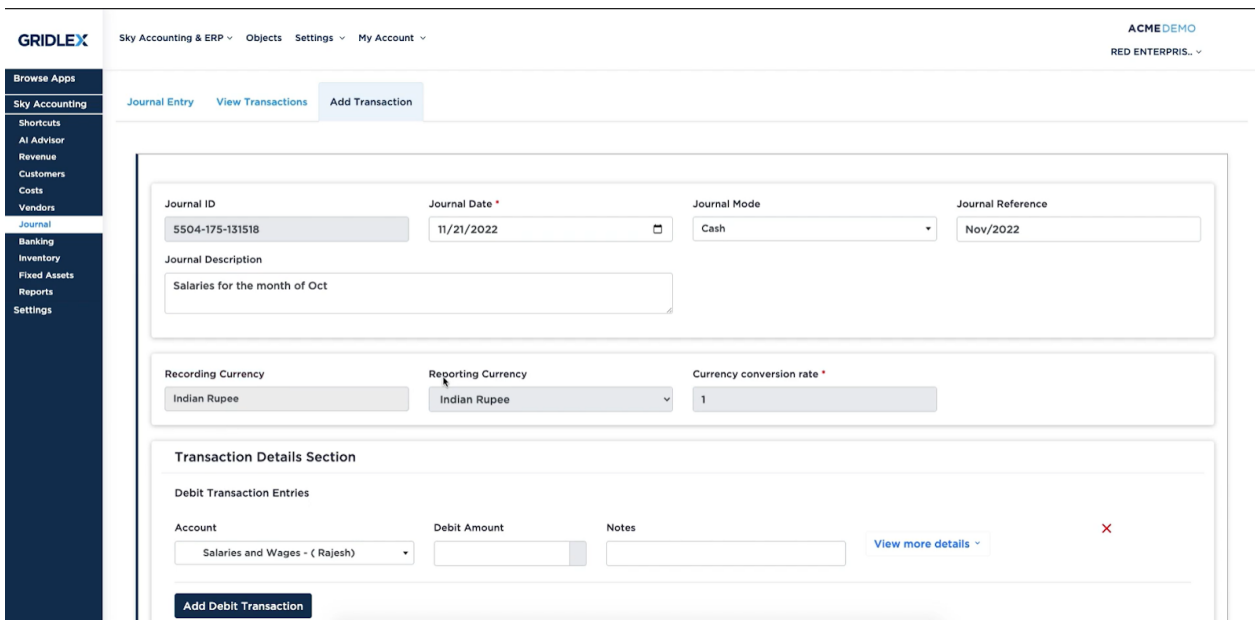
Step 1: Login into your Gridlex App Suite Account and choose the entity of your choice. Go to the “Journal” section and click on “Add Transaction”.

Transaction ID	Transaction Date	Recorded Currency	Amount in Recording Currency	Status	Reference Number	Comments	Entered By
126148	2022-11-18	Indian Rupee	50000	Approved		Bill ID - 3000123, Payment ID - 100581	redenterprises641@gmail.com
126147	2022-11-18	Indian Rupee	59000	Approved		Bill ID - 3000123	redenterprises641@gmail.com
126146	2022-11-18	Indian Rupee	23600	Approved		Invoice ID - 3000139, Payment ID - 103879	redenterprises641@gmail.com
126145	2022-11-18	Indian Rupee	23600	Approved		Invoice ID - 3000139	redenterprises641@gmail.com
126142	2022-11-18	Indian Rupee	25000	Approved		Bill ID - 3000122, Payment ID - 100580	redenterprises641@gmail.com
126141	2022-11-18	Indian Rupee	295000	Approved		Bill ID - 3000122	redenterprises641@gmail.com
126138	2022-01-03	Indian Rupee	500000	Approved		Balance	redenterprises641@gmail.com

Step 2: Here, you can add a transaction by selecting one of the Transaction Templates available. For example, you can select a salary template, manual journal, vendor payment, etc.



Step 3: Give the Journal Date, Journal Mode, Journal Reference, and Journal Description (if any). If the transaction currency is other than Entity's Reporting, give the conversion rate applicable as of the date.



Step 4: After that, fill in all the necessary transaction details. Select the "Debit Account" and enter the transaction amount and also enter the notes (if any). Next, Select the Credit Account and enter the transaction amount and enter the notes (if any). Once done, click on the "Save" button.

Note: If the transaction had multiple Debit/Credit accounts, you could add them by clicking on the “Add Debit/Credit Transaction” and entering the amount (if any).

The screenshot displays the Gridlex Sky Accounting & ERP interface. At the top, the header includes the Gridlex logo, navigation links for 'Sky Accounting & ERP', 'Objects', 'Settings', and 'My Account', and a user profile for 'ACME DEMO' with 'RED ENTERPRIS...' below it. A left sidebar lists various modules: 'Browse Apps', 'Sky Accounting', 'Shortcuts', 'AI Advisor', 'Revenue', 'Customers', 'Costs', 'Vendors', 'Journal', 'Banking', 'Inventory', 'Fixed Assets', 'Reports', and 'Settings'. The main content area is titled 'Transaction Details Section' and features three currency-related dropdowns: 'Recording Currency' (Indian Rupee), 'Reporting Currency' (Indian Rupee), and 'Currency conversion rate' (1). Below this, there are two sections for transaction entries. The 'Debit Transaction Entries' section shows an entry for 'Salaries and Wages - DE' with a debit amount of 40000 INR and a 'View more details' link. Below it is an 'Add Debit Transaction' button. The 'Credit Transaction Entries' section shows an entry for 'Axis Bank' with a credit amount of 40000 INR and a 'View more details' link. Below it is an 'Add Credit Transaction' button. At the bottom right, a summary table shows 'Total Debit' as 40000 INR and 'Total Credit' as 40000 INR. A 'Save' button is located at the bottom center.

How to View Transactions in Gridlex Sky?

Step 1: To view a complete list of transactions, go to the “Journal” section and click on the “View Transactions” from the top menu. Here, users can utilize the filters to avail the transaction details more effortlessly.

GRIDLEX Sky Accounting & ERP ▾ Objects Settings ▾ My Account ▾ ACMEDEMO
RED ENTERPRIS.. ▾

Browse Apps
Sky Accounting
Shortcuts
AI Advisor
Revenue
Customers
Costs
Vendors
Journal
Banking
Inventory
Fixed Assets
Reports
Settings

Journal Entry View Transactions Add Transaction

Transaction Voucher ID: - Transaction Voucher Type: - Transaction Voucher From Date: mm/dd/yyyy Transaction Voucher To Date: mm/dd/yyyy Transaction Voucher Mode: All Transaction Voucher Amount: - Transaction Voucher Status: -

Organization Type: All Organization ID: - Organization Name: - Search Clear Download

Transaction ID	Transaction Date	Transaction Type	Organization Type	Organization ID	Organization Name	Transaction Mode	Transaction Total Net Amount	Transaction Amount	Actions
131518	2022-11-21	Journal				Cash	INR 40000	INR 40000	Edit Print
131496	2022-11-09	Journal				Bank Transfer	INR 5000	INR 5000	Edit Print
130365	2022-10-19	Transaction				Bank Transfer	INR 1000	INR 1000	Edit Print
128890	2022-10-18	Owner's Drawings				Bank Transfer	INR 3000	INR 3000	Edit Print
128836	2022-10-13	Journal				Bank Transfer	INR 3000	INR 3000	Edit Print
128698	2022-07-10	Division A					INR 10000	INR 10000	Edit Print
128608	2022-09-28	Transaction	Vendor	200000000020948	Big C Mobiles Pvt Ltd	Bank Transfer	INR 29999	INR 29999	Edit Print
128607	2022-09-28	Journal				Bank Transfer	INR 1000	INR 1000	Edit Print
128606	2022-09-28	Journal				Bank Transfer	INR 3000	INR 3000	Edit Print

Waiting for go.gridlex.com...

Step 2: To view more details like Journal Mode, Date, Reference, etc, click on the “Transaction ID”. In addition, you can edit and print the journal entry by clicking on the “Edit” and “Print” buttons present on the right side of the page.

GRIDLEX Sky Accounting & ERP ▾ Objects Settings ▾ My Account ▾ ACMEDEMO
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Journal Entry View Transactions Add Transaction

[Edit](#) [Print](#)

Journal ID 5504-175-131518	Journal Date 2022-11-21	Journal Mode Cash	Journal Reference Nov/2022
Journal Description Salaries for the month of Oct			
Recording Currency Indian Rupee	Reporting Currency Indian Rupee	Currency conversion rate 1.0	

Transaction Details Section

Account	Debit Amount	Credit Amount	Notes	
Salaries and Wages - DE	40000	-	-	View more details ▾
Axis Bank	-	40000	-	View more details ▾

How to View Journals in Gridlex Sky?

Step 1: To view a complete list of Journal Entries, go to the “Journal” section. Here, users can view a list of Journal entries. Users can also utilize the filters to avail the transaction details more effortlessly. Click on the “Transaction ID” to view more details about the journal.

Note: Users can download the list of Journal Entries in Excel and PDF format by clicking on the “Download” button.

The screenshot displays the 'Journal Entry' section of the GRIDLEX Sky Accounting & ERP system. The interface includes a sidebar with navigation options such as 'Journal', 'Banking', 'Inventory', 'Fixed Assets', 'Reports', and 'Settings'. The main content area shows a table of journal entries with the following data:

Transaction ID	Transaction Date	Recorded Currency	Amount in Recording Currency	Status	Reference Number	Comments	Entered By
126148	2022-11-18	Indian Rupee	50000	Approved		Bill ID - 3000123, Payment ID - 100581	redenterprises641@gmail.com
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126138	2022-01-03	Indian Rupee	500000	Approved		Balance	redenterprises641@gmail.com

Step 2: After clicking on the “Transaction ID”, users can view the complete details like the amount, currency, date, etc.

GRIDLEX Sky Accounting & ERP ▾ Objects Settings ▾ My Account ▾ ACMEDEMO
RED ENTERPRIS.. ▾

Transaction Id: 126148
 Amount: 50000.0, Currency: Indian Rupee
 Date: Nov. 18, 2022, Reference Number: None
 Comments: Bill ID - 3000123, Payment ID - 100581
 Entered By: redenterprises641@gmail.com

Journal Details **Audit Trail** increase ■ decrease ■ change ■

Account	Debit Amount		Credit Amount		Comments	Center	Division	Label	Fixed Asset
	Recording Currency	Reporting Currency	Recording Currency	Reporting Currency					
Accounts Payable (Creditors)	42372.88	42372.88			Laptops				
Axis Bank			42372.88	42372.88	Laptops				
Accounts Payable (Creditors)	3813.56	3813.56			9% CGST				
Axis Bank			3813.56	3813.56	9% CGST				
Accounts Payable (Creditors)	3813.56	3813.56			9% SGST				
Axis Bank			3813.56	3813.56	9% SGST				

Step 3: To view Audit Trail details, click on the “Audit Trail” button present next to the “Journal Details” button.

GRIDLEX Sky Accounting & ERP ▾ Objects Settings ▾ My Account ▾ ACMEDEMO
RED ENTERPRIS.. ▾

Transaction Id: 126148
 Amount: 50000.0, Currency: Indian Rupee
 Date: Nov. 18, 2022, Reference Number: None
 Comments: Bill ID - 3000123, Payment ID - 100581
 Entered By: redenterprises641@gmail.com

Journal Details **Audit Trail** increase ■ decrease ■ change ■

Version : Original Master | Time stamp : Nov. 18, 2022, 1:19 p.m. | Modified by : redenterprises641@gmail.com (email: redenterprises641@gmail.com)

Transaction Date	Recorded Currency	Amount in Recording Currency	Status	Reference Number	Comments	Entered By
Nov 18, 2022	Indian Rupee	50000.0	AP	None	Bill ID - 3000123, Payment ID - 100581	redenterprises641@gmail.com

Account	Debit Amount		Credit Amount		Comments	Center	Division	Label	Fixed Asset
	Recording Currency	Reporting Currency	Recording Currency	Reporting Currency					
Accounts Payable (Creditors)	42372.88	42372.88			Laptops				
Axis Bank			42372.88	42372.88	Laptops				
Accounts Payable (Creditors)	3813.56	3813.56			9% CGST				

Quick Tip

Gridlex Sky offers a list of shortcuts for common tasks. With the help of these quick shortcuts, users can easily navigate to this page without having to scroll through other sections. Click on “Create a **Manual Journal Entry / Transaction**” to edit/add/view Journal or Transactions with one click.

- Browse Apps
- Sky Accounting
- Shortcuts
- AI Advisor
- Revenue
- Customers
- Costs
- Vendors
- Journal
- Banking
- Inventory
- Fixed Assets
- Reports
- Settings

Shortcuts

If you need any help with any feature, data migration of your old accounting data, questions on Chart of Accounts (COA) or anything at all, just email apps@gridlex.com and our team of expert accountants will be here to help you. Remember, that one of Gridlex's core values is Customer Success. We want you to be successful.

Shortcuts for Common Tasks

Revenue

- Create an [Invoice](#)
- Record a [Customer Receipt](#)
- Post a [Credit Note](#)
- Post a [Customer Advance](#)
- Add a [Customer](#)

Costs

- Create a [Bill](#)
- Record a [Vendor Payment](#)
- Post a [Vendor Credit](#)
- Post a [Vendor Advance](#)
- Add a [Vendor](#)

Other

- Create a [Manual Journal Entry / Transaction](#)
- Upload, categorize and reconcile your [Bank Transactions](#)
- Create a [New Item](#)
- Manage [Inventory](#)
- Manage [Fixed Assets](#)

Reports

- Review your [P&L, Balance Sheet, Trial Balance](#)
- Review your [Accounts Receivables](#)
- Review your [Accounts Payable](#)
- Review your [GSTR-1, GSTR-3B](#)

Setup Configuration Tasks

- Update your [Address, logo and signature for Invoice, Bills and Transactions \(Update\)](#)
- Update your reporting time period: Current is Jan 01 to Dec 31 ([Update](#))
- Connect your bank accounts: Not Yet Done ([Add Bank](#))
- Update your [Chart Of Accounts](#) to customize for your business
- Create [Centers, Divisions and Label](#) to better organize your business
- Create your [Revenue Templates, Cost Templates and Transaction Templates](#) to customize for your business