

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](mailto: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”.

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Journal EntryView TransactionsAdd Transaction

Transaction Id :Transaction From Date :Transaction To Date :Transaction Amount :Reference Number :Comment :

Account :

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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.

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Transaction Template

Salary Template

Transfer from Another Account

Manual Journal

Deposit from Another Account

Transfer to Another Account

Owner's Contribution

Owner's Drawings

Customer Advance Refund

Expense Refund

Other Income

Vendor Payment

Vendor Advance

Expense

Interest Income

**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.

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Journal Entry
View Transactions
Add Transaction

Journal ID

Journal Date \*

Journal Mode

Journal Reference

5504-175-131518

11/21/2022

Cash

Nov/2022

Journal Description

Salaries for the month of Oct

Recording Currency

Reporting Currency

Currency conversion rate \*

Indian Rupee

Indian Rupee

1

Transaction Details Section

Debit Transaction Entries

Account

Debit Amount

Notes

View more details

Salaries and Wages - ( Rajesh)

Add Debit Transaction

**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. The top navigation bar includes the Gridlex logo, user information (Sky Accounting & ERP, Objects, Settings, My Account), and a demo label (ACME DEMO, RED ENTERPRISE). 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 contains two sections: 'Debit Transaction Entries' and 'Credit Transaction Entries'. The 'Debit Transaction Entries' section shows a transaction for 'Salaries and Wages - DE' with a debit amount of 40000 INR. The 'Credit Transaction Entries' section shows a transaction for 'Axis Bank' with a credit amount of 40000 INR. At the bottom, there are summary fields for 'Total Debit' (40000 INR) and 'Total Credit' (40000 INR), and a 'Save' button.

Account	Debit Amount	Notes
Salaries and Wages - DE	40000 INR	

  

Account	Credit Amount	Notes
Axis Bank	40000 INR	

  

Total Debit	Total Credit
40000 INR	40000 INR

## 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.

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Journal Entry

View Transactions

Add Transaction

Transaction Voucher ID :
Transaction Voucher Type :
Transaction Voucher From Date :
Transaction Voucher To Date :
Transaction Voucher Mode :
Transaction Voucher Amount :
Transaction Voucher Status :

Organization Type :
Organization ID :
Organization Name :

Search
Clear
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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	<a href="#">Edit</a> <a href="#">Print</a>
131496	2022-11-09	Journal				Bank Transfer	INR 5000	INR 5000	<a href="#">Edit</a> <a href="#">Print</a>
130365	2022-10-19	Transaction				Bank Transfer	INR 1000	INR 1000	<a href="#">Edit</a> <a href="#">Print</a>
128890	2022-10-18	Owner's Drawings				Bank Transfer	INR 3000	INR 3000	<a href="#">Edit</a> <a href="#">Print</a>
128836	2022-10-13	Journal				Bank Transfer	INR 3000	INR 3000	<a href="#">Edit</a> <a href="#">Print</a>
128698	2022-07-10	Division A					INR 10000	INR 10000	<a href="#">Edit</a> <a href="#">Print</a>
128608	2022-09-28	Transaction	Vendor	2000000000020948	Big C Mobiles Pvt Ltd	Bank Transfer	INR 29999	INR 29999	<a href="#">Edit</a> <a href="#">Print</a>
128607	2022-09-28	Journal				Bank Transfer	INR 1000	INR 1000	<a href="#">Edit</a> <a href="#">Print</a>
128606	2022-09-28	Journal				Bank Transfer	INR 3000	INR 3000	<a href="#">Edit</a> <a href="#">Print</a>

**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.

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Journal Entry

View Transactions

Add Transaction

Journal ID

Journal Date

Journal Mode

Journal Reference

Journal Description

Recording Currency

Reporting Currency

Currency conversion rate

Transaction Details Section

Account

Debit Amount

Credit Amount

Notes

View more details

Account

Debit Amount

Credit Amount

Notes

View more details

**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.

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Journal Entry

View Transactions

Add Transaction

Transaction Id :

Transaction From Date :

Transaction To Date :

Transaction Amount :

Reference Number :

Comment :

-

mm/dd/yyyy

mm/dd/yyyy

-

-

-

Account :

-

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

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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.

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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.

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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](mailto: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](#)