

Gridlex Sky allows you to view transactions, P&L Statements, account balances, and other reports by Center/Division/Label basis. This will help you to gain unparalleled insights to improve the revenue cycle. In addition, users have the flexibility to add sections/objects/fields to the list, which allows them to track the entire revenue & cost cycle in one place.

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.

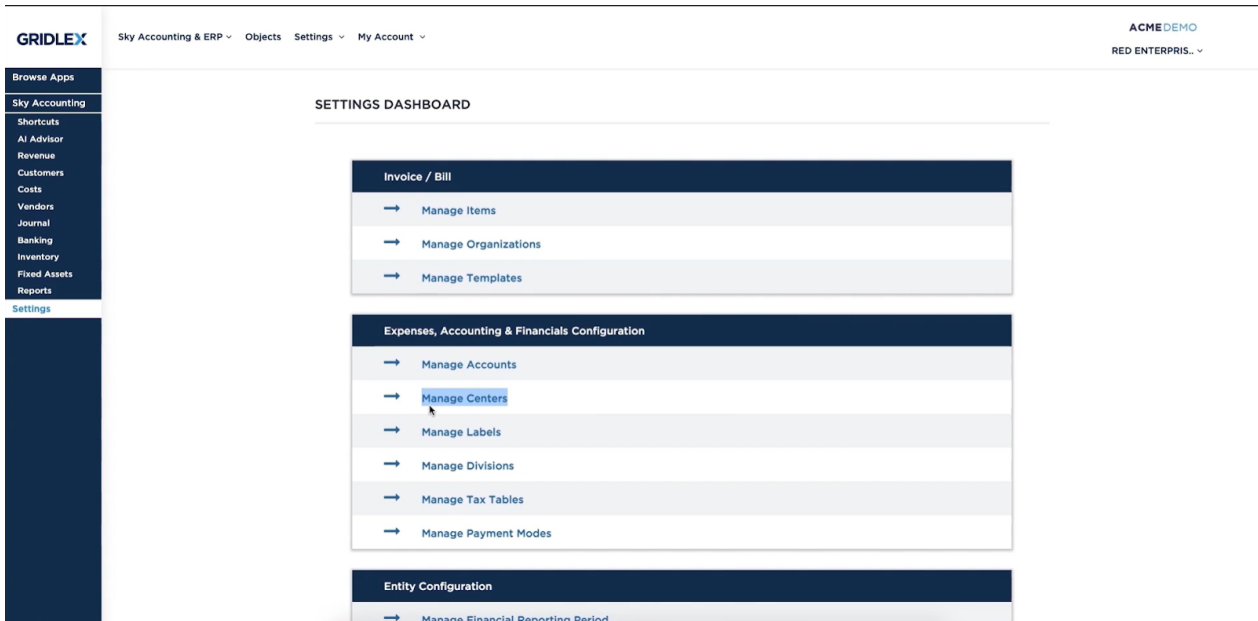
## How to View Reports by Center/Division/Label Basis Creation of Centers

**Step 1:** Login into your Gridlex App Suite Account and choose the entity of your choice. Select the "Setting" tab and click on "Manage Centers."

The screenshot shows 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 account indicator (ACME DEMO, RED ENTERPRIS.). A left sidebar lists various application areas, with 'Settings' selected. The main content area is titled 'SETTINGS DASHBOARD' and is divided into three sections:

- Invoice / Bill:** Contains links for 'Manage Items', 'Manage Organizations', and 'Manage Templates'.
- Expenses, Accounting & Financials Configuration:** Contains links for 'Manage Accounts', 'Manage Centers' (highlighted with a blue bar and a mouse cursor), 'Manage Labels', 'Manage Divisions', 'Manage Tax Tables', and 'Manage Payment Modes'.
- Entity Configuration:** Contains a link for 'Manage Financial Reporting Period'.

**Step 2:** Click on the “Settings” tab and go to the Expenses, Accounting & Financials Configuration section. Click on “Manage Centers.”



**Step 3:** Click on “Add/Edit Center Type” to add a center of your choice. Give the Center type name & Center type description. If you want to edit the center type, go to “Center Types” and click on “Edit” to revise the data. In addition, you can add multiple centers by clicking on the “Add Row” button.

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

Browse Apps

Sky Accounting

Center view Center List Add/Edit Center Center Types **Add/Edit Center Type**

Center Type ID: 5504-175-300003 Center Type Name \* Center Type Description \* Required Field

Entity: RED ENTERPRISES

+ Add Row Save Back

**Step 4:** To view the complete list of Centers, click on the “Center List.” Once you have finished viewing the report, you can select the “Download” button to download the report in PDF format.

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

Browse Apps

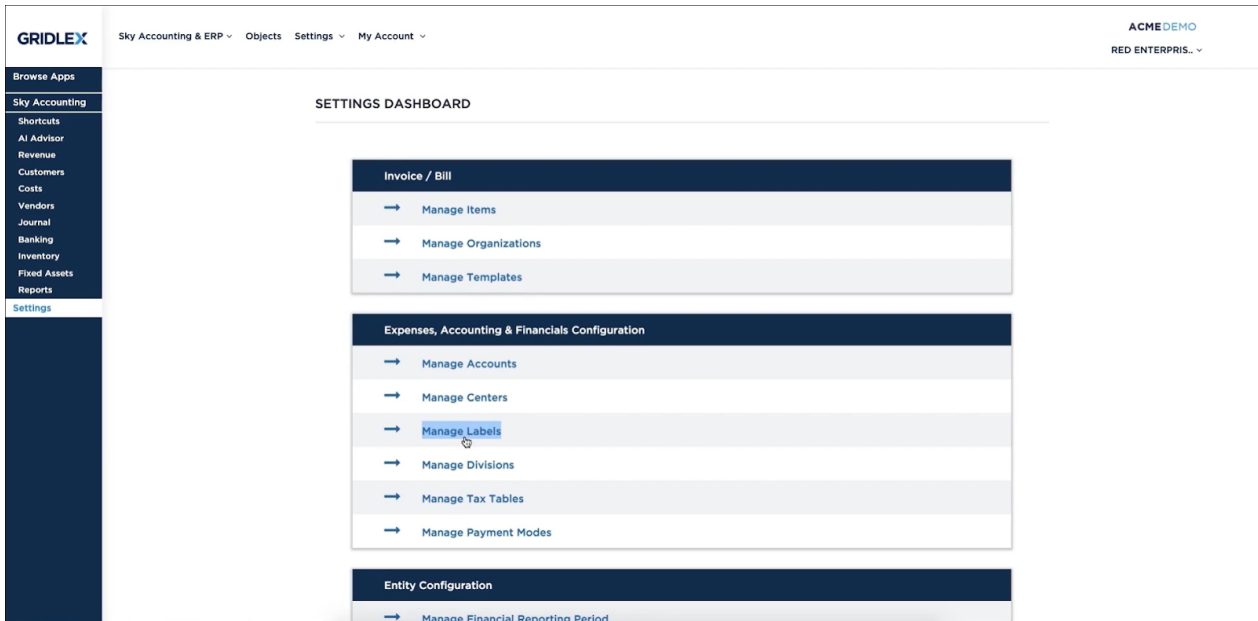
Sky Accounting

Center view **Center List** Add/Edit Center Center Types Add/Edit Center Type

| Gridlex Generated Center ID | Center Name      | Center Parent | Center Type    | Center Description | Currency ID  | Update               |
|-----------------------------|------------------|---------------|----------------|--------------------|--------------|----------------------|
| 5504-175-310000             | NIL              |               |                |                    |              | <a href="#">Edit</a> |
| 5504-175-310001             | SHOW ROOM        |               |                |                    |              | <a href="#">Edit</a> |
| 5504-175-310002             | VEHICLE LOCATION |               |                |                    |              | <a href="#">Edit</a> |
| 5504-175-310003             | Ameerpet         |               | Revenue Center |                    | Indian Rupee | <a href="#">Edit</a> |
| 5504-175-310004             | Secunderabad     |               | Profit Center  |                    | Indian Rupee | <a href="#">Edit</a> |
| 5504-175-310005             | Uppal            |               | Cost Center    |                    | Indian Rupee | <a href="#">Edit</a> |
| 5504-175-310006             | Hi-Tech City     |               | Profit Center  |                    | Indian Rupee | <a href="#">Edit</a> |
| 5504-175-310007             | Film Nagar       |               |                |                    |              | <a href="#">Edit</a> |
| 5504-175-310008             | Green Metro      |               |                |                    |              | <a href="#">Edit</a> |
| 5504-175-310009             | PEGA COURSE      |               |                |                    |              | <a href="#">Edit</a> |

# Creation of Labels Groups and Labels

**Step 1:** Login into your Gridlex App Suite Account and choose the entity of your choice. Select the “Setting” tab and click on “Manage Labels.”



**Step 2:** Click on “Add/Edit Label Group Type” to add a label of your choice. Create a Label Group type name and Label Group type description. If you want to edit the group type, go to “Label Group Type” and click on “Edit” to revise the data.

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

Label View Label List Add/Edit Label Label Groups Add/Edit Label Group Label Group Types Add/Edit Label Group Type

Label Group Type ID: 5504-175-200000 Label Group Type Name\* Label Group Type Description \*

Entity: RED ENTERPRISES

+ Add Row Save Back

**Step 3:** Add label groups by clicking on “Label Groups.” Here, create a label group name, label group description, select label group parent, and type, then click on the save button. Click on “Edit” if you want to revise the data mentioned in the Label Group.

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

Label View Label List Add/Edit Label Label Groups Add/Edit Label Group Label Group Types Add/Edit Label Group Type

| Label Group ID  | Label Group Name                 | Label Group Parent | Label Group Type | Label Group Description | Update |
|-----------------|----------------------------------|--------------------|------------------|-------------------------|--------|
| 5504-175-210006 | Brand                            |                    |                  |                         | Edit   |
| 5504-175-210005 | Colour                           |                    |                  |                         | Edit   |
| 5504-175-210003 | Consumables                      |                    |                  |                         | Edit   |
| 5504-175-210002 | Electronic Products              |                    |                  |                         | Edit   |
| 5504-175-210004 | Others                           |                    |                  |                         | Edit   |
| 5504-175-210001 | TVS XL 100 HD ITs Winner Edition |                    |                  |                         | Edit   |
| 5504-175-210000 | XL 100                           |                    |                  |                         | Edit   |

**Step 4:** Add a label to your data. To add a label, click on “Add/Edit Label” and save the data once done. You can add multiple labels by clicking on the

“Add Row” button. To edit or view the complete list of labels, click on the “Label List.” Users also have the flexibility to update the data mentioned in the labels by clicking on the “Edit” button.

The screenshot shows the 'Add/Edit Label' form in the GRIDLEX application. The form is located in the 'Sky Accounting & ERP' section under 'Objects' > 'Settings' > 'My Account'. The breadcrumb trail is: Label View > Label List > Add/Edit Label > Label Groups > Add/Edit Label Group > Label Group Types > Add/Edit Label Group Type. The form fields are: Label ID (5504-175-220007), Label Name\* (required field), Label Description, Entity (RED ENTERPRISES), Label Group, and Label Parent. At the bottom of the form are three buttons: '+ Add Row', 'Save', and 'Back'. The user is currently logged in as 'ACMEDEMO' and the entity is 'RED ENTERPRISES'.

**Step 5:** To view the complete list of Labels, click on “Labels View.” Once you have finished viewing the report, you can select the “Download” button to download the report in PDF format.

Download

| Label                                       | Label ID        | Label/LabelGroup | Update               |
|---|-----------------|------------------|----------------------|
| Brand                                       | 5504-175-210006 | LabelGroup       | <a href="#">Edit</a> |
| Colour                                      | 5504-175-210005 | LabelGroup       | <a href="#">Edit</a> |
| Consumables                                 | 5504-175-210003 | LabelGroup       | <a href="#">Edit</a> |
| Electronic Products                         | 5504-175-210002 | LabelGroup       | <a href="#">Edit</a> |
| Others                                      | 5504-175-210004 | LabelGroup       | <a href="#">Edit</a> |
| TVS XL 100 HD ITs Winner Edition            | 5504-175-210001 | LabelGroup       | <a href="#">Edit</a> |
| TVS XL 100 HD ITs Winner Edition (B. Brown) | 5504-175-220005 | Label            | <a href="#">Edit</a> |
| TVS XL 100 HD ITs Winner Edition (D. Blue)  | 5504-175-220006 | Label            | <a href="#">Edit</a> |
| XL 100                                      | 5504-175-210000 | LabelGroup       | <a href="#">Edit</a> |
| XL 100 (Black)                              | 5504-175-220000 | Label            | <a href="#">Edit</a> |
| XL 100 (Blue)                               | 5504-175-220001 | Label            | <a href="#">Edit</a> |

# Manage Divisions

**Step 1:** Login into your Gridlex App Suite Account and choose the entity of your choice. Select the “Setting” tab and click on “Manage Divisions.”

## SETTINGS DASHBOARD

Invoice / Bill

- [→ Manage Items](#)
- [→ Manage Organizations](#)
- [→ Manage Templates](#)

Expenses, Accounting & Financials Configuration

- [→ Manage Accounts](#)
- [→ Manage Centers](#)
- [→ Manage Labels](#)
- [→ \*\*Manage Divisions\*\*](#)
- [→ Manage Tax Tables](#)
- [→ Manage Payment Modes](#)

Entity Configuration

**Step 2:** Click on “Add/Edit Division Type” to add a division of your choice. Create division type name and division type description.

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

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

Division List Add/Edit Division Division Types Add/Edit Division Type

Division Type ID: 5504-175-1000 Division Type Name\*: Head Office Division Type Description:   
 \* Required Field

Save Back

**Step 3:** Go to “Division Types” to view the list of Division types. If you want to edit the division type, go to “Label Group Type” and click on “Edit” to revise the data.

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

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

Division List Add/Edit Division Division Types Add/Edit Division Type

| Division Type ID | Division Type Name | Description | Update |
|------------------|--------------------|-------------|--------|
| 5504-175-1000    | Head Office        |             | Edit   |
| 5504-175-1001    | Branch             |             | Edit   |



**Step 4:** Go to “Add/Edit Division, to create/edit the Division name, Division type, and Division parent.

The screenshot shows the 'Add/Edit Division' form in the Gridlex application. The form is located in the 'Add/Edit Division' tab, which is highlighted in blue. The form contains the following fields and controls:

- Division ID:** A text input field containing the value '5504-175-10004'.
- Division Name\*:** A text input field with an asterisk indicating it is a required field.
- Description:** A text input field.
- Parent Division:** A dropdown menu.
- Division Type:** A dropdown menu.
- Currency:** A dropdown menu.

At the bottom of the form, there are three buttons: '+ Add Row', 'Save', and 'Back'. The 'Save' button is highlighted in blue.

**Step 5:** To view the complete list of Divisions, click on the “Divisions List.” Once you have finished viewing the report, you can select the “Download” button to download the report in PDF format.

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

Browse Apps  
Sky Accounting

Shortcuts  
AI Advisor  
Revenue  
Customers  
Costs  
Vendors  
Journal  
Banking  
Inventory  
Fixed Assets  
Reports  
Settings

Division List Add/Edit Division Division Types Add/Edit Division Type

[Download](#)

| Division ID    | Division Name | Division Parent | Division Type | Currency     | Description | Update               |
|----------------|---------------|-----------------|---------------|--------------|-------------|----------------------|
| 5504-175-10003 | Bangalore     | None            |               | Indian Rupee |             | <a href="#">Edit</a> |
| 5504-175-10002 | Chennai       | None            |               | Indian Rupee |             | <a href="#">Edit</a> |
| 5504-175-10001 | Vijayawada    | None            |               | Indian Rupee |             | <a href="#">Edit</a> |
| 5504-175-10000 | Hyderabad     | None            |               | Indian Rupee |             | <a href="#">Edit</a> |

## Quick Tip

Gridlex Sky offers a list of shortcuts for common tasks. By clicking on the “Create Centers, Divisions, and Label to better organize your business” tab, users can easily navigate to this page without having to scroll through other sections.

GRIDLEX Inbox Zip Helpdesk ▾ Zip CRM ▾ Sky Accounting & ERP ▾ Sky Expenses ▾ Ray HRMS ▾ Objects Settings ▾ My Account ▾ GRIDLEX  
Pranam Hospi.. ▾

Browse Apps  
Sky Accounting

Shortcuts  
AI Advisor  
Revenue  
Customers  
Costs  
Vendors  
Journal  
Banking  
Inventory  
Fixed Assets  
Reports  
Settings

### Shortcuts for Common Tasks

|  |   |  |
|--|---|--|
| <p><b>Revenue</b></p> <ul style="list-style-type: none"> <li>Create an <a href="#">Invoice</a></li> <li>Record a <a href="#">Customer Receipt</a></li> <li>Post a <a href="#">Credit Note</a></li> <li>Post a <a href="#">Customer Advance</a></li> <li>Add a <a href="#">Customer</a></li> </ul> <p><b>Reports</b></p> <ul style="list-style-type: none"> <li>Review your <a href="#">P&amp;L, Balance Sheet, Trial Balance</a></li> <li>Review your <a href="#">Accounts Receivables</a></li> <li>Review your <a href="#">Accounts Payable</a></li> <li>Review your <a href="#">GSTR-1, GSTR-3B</a></li> </ul> | <p><b>Costs</b></p> <ul style="list-style-type: none"> <li>Create a <a href="#">Bill</a></li> <li>Record a <a href="#">Vendor Payment</a></li> <li>Post a <a href="#">Vendor Credit</a></li> <li>Post a <a href="#">Vendor Advance</a></li> <li>Add a <a href="#">Vendor</a></li> </ul> | <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Create a <a href="#">Manual Journal Entry / Transaction</a></li> <li>Upload, categorize and reconcile your <a href="#">Bank Transactions</a></li> <li>Create a <a href="#">New Item</a></li> <li>Manage <a href="#">Inventory</a></li> <li>Manage <a href="#">Fixed Assets</a></li> </ul> |
|--|---|--|

### 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

