

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, 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.

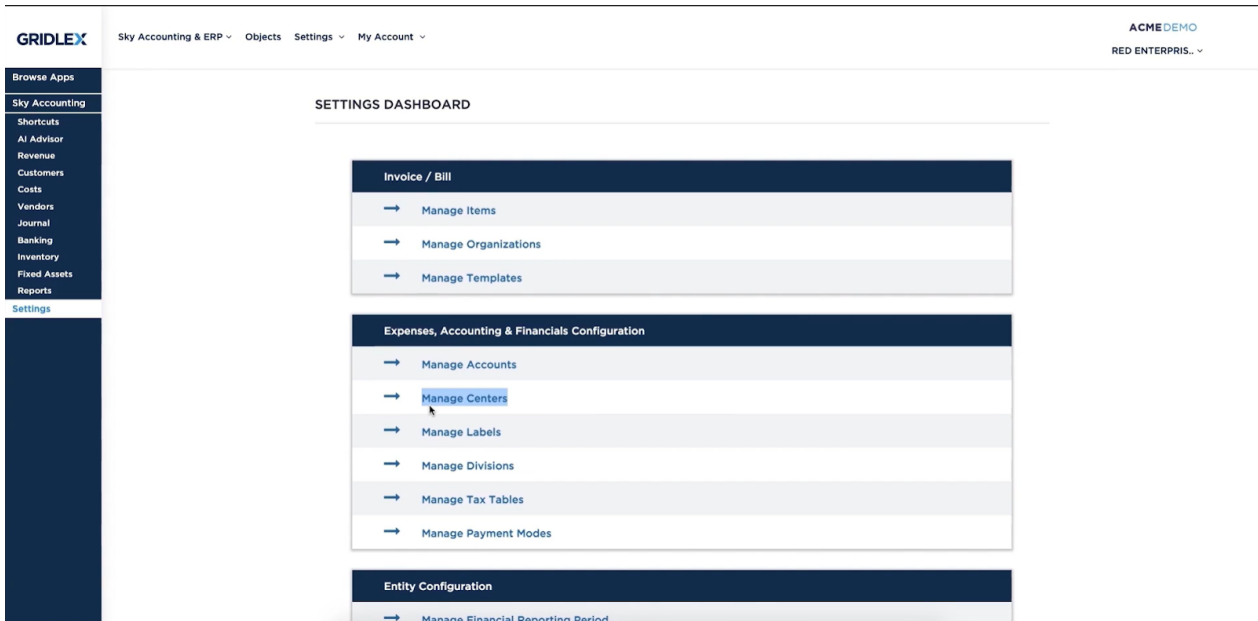
How to View Reports by Center/Division/Label Basis Creation of Centers

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, 'Sky Accounting & ERP', 'Objects', 'Settings', and 'My Account'. The right side shows 'ACMEDEMO' and 'RED ENTERPRIS.'. The left sidebar lists various modules, with 'Settings' selected. The main content area is titled 'SETTINGS DASHBOARD' and contains three panels:

- Invoice / Bill**: Manage Items, Manage Organizations, Manage Templates
- Expenses, Accounting & Financials Configuration**: Manage Accounts, **Manage Centers** (highlighted), Manage Labels, Manage Divisions, Manage Tax Tables, Manage Payment Modes
- Entity Configuration**: 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

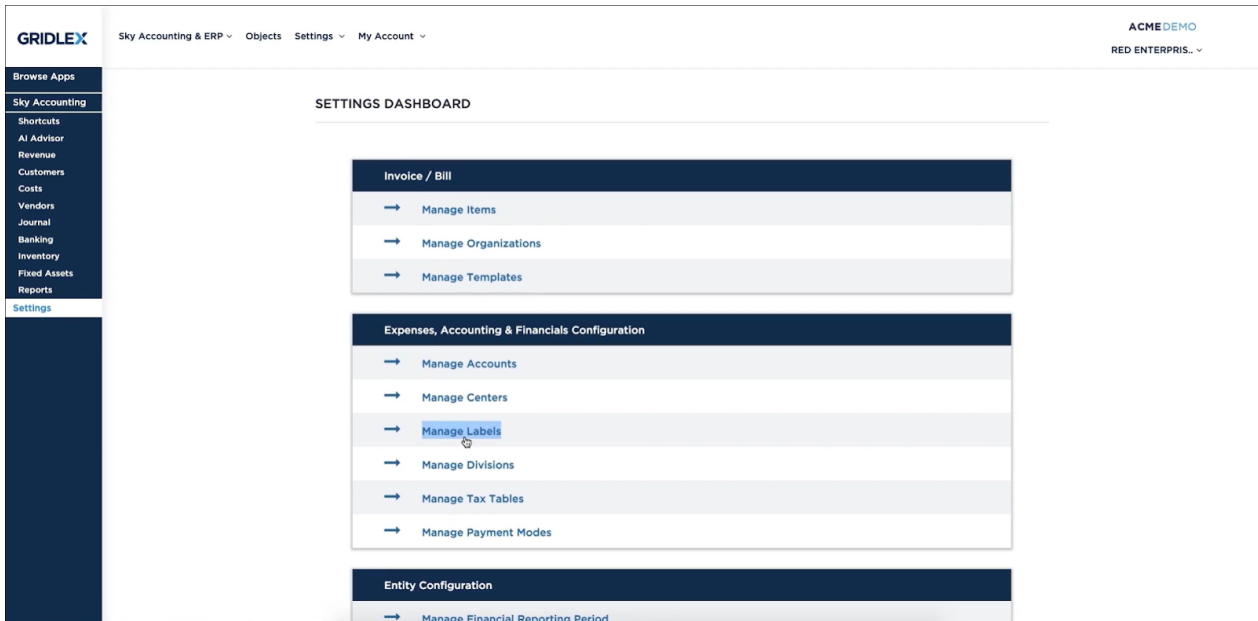
Sky Accounting

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					Edit
5504-175-310001	SHOW ROOM					Edit
5504-175-310002	VEHICLE LOCATION					Edit
5504-175-310003	Ameerpet		Revenue Center		Indian Rupee	Edit
5504-175-310004	Secunderabad		Profit Center		Indian Rupee	Edit
5504-175-310005	Uppal		Cost Center		Indian Rupee	Edit
5504-175-310006	Hi-Tech City		Profit Center		Indian Rupee	Edit
5504-175-310007	Film Nagar					Edit
5504-175-310008	Green Metro					Edit
5504-175-310009	PEGA COURSE					Edit

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 'Add/Edit Label' tab is active. The form contains the following fields:

- Label ID:** 5504-175-220007
- Label Name*:** (Required Field)
- Label Description:**
- Entity:** RED ENTERPRISES
- Label Group:**
- Label Parent:**

At the bottom of the form, there are three buttons: '+ Add Row', 'Save', and 'Back'.

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	Edit
Colour	5504-175-210005	LabelGroup	Edit
Consumables	5504-175-210003	LabelGroup	Edit
Electronic Products	5504-175-210002	LabelGroup	Edit
Others	5504-175-210004	LabelGroup	Edit
TVS XL 100 HD ITs Winner Edition	5504-175-210001	LabelGroup	Edit
TVS XL 100 HD ITs Winner Edition (B. Brown)	5504-175-220005	Label	Edit
TVS XL 100 HD ITs Winner Edition (D. Blue)	5504-175-220006	Label	Edit
XL 100	5504-175-210000	LabelGroup	Edit
XL 100 (Black)	5504-175-220000	Label	Edit
XL 100 (Blue)	5504-175-220001	Label	Edit

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 of the 'Division List' section. 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.
- Buttons:** Three buttons are located at the bottom of the form: '+ Add Row', 'Save', and 'Back'.

The left sidebar contains the following navigation items: 'Browse Apps', 'Sky Accounting', 'Shortcuts', 'AI Advisor', 'Revenue', 'Customers', 'Costs', 'Vendors', 'Journal', 'Banking', 'Inventory', 'Fixed Assets', and 'Reports'. The top navigation bar includes 'Sky Accounting & ERP', 'Objects', 'Settings', and 'My Account'. The top right corner displays 'ACME DEMO' and 'RED ENTERPRIS...'.

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		Edit
5504-175-10002	Chennai	None		Indian Rupee		Edit
5504-175-10001	Vijayawada	None		Indian Rupee		Edit
5504-175-10000	Hyderabad	None		Indian Rupee		Edit

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

