

Lekha — Owner's Guide

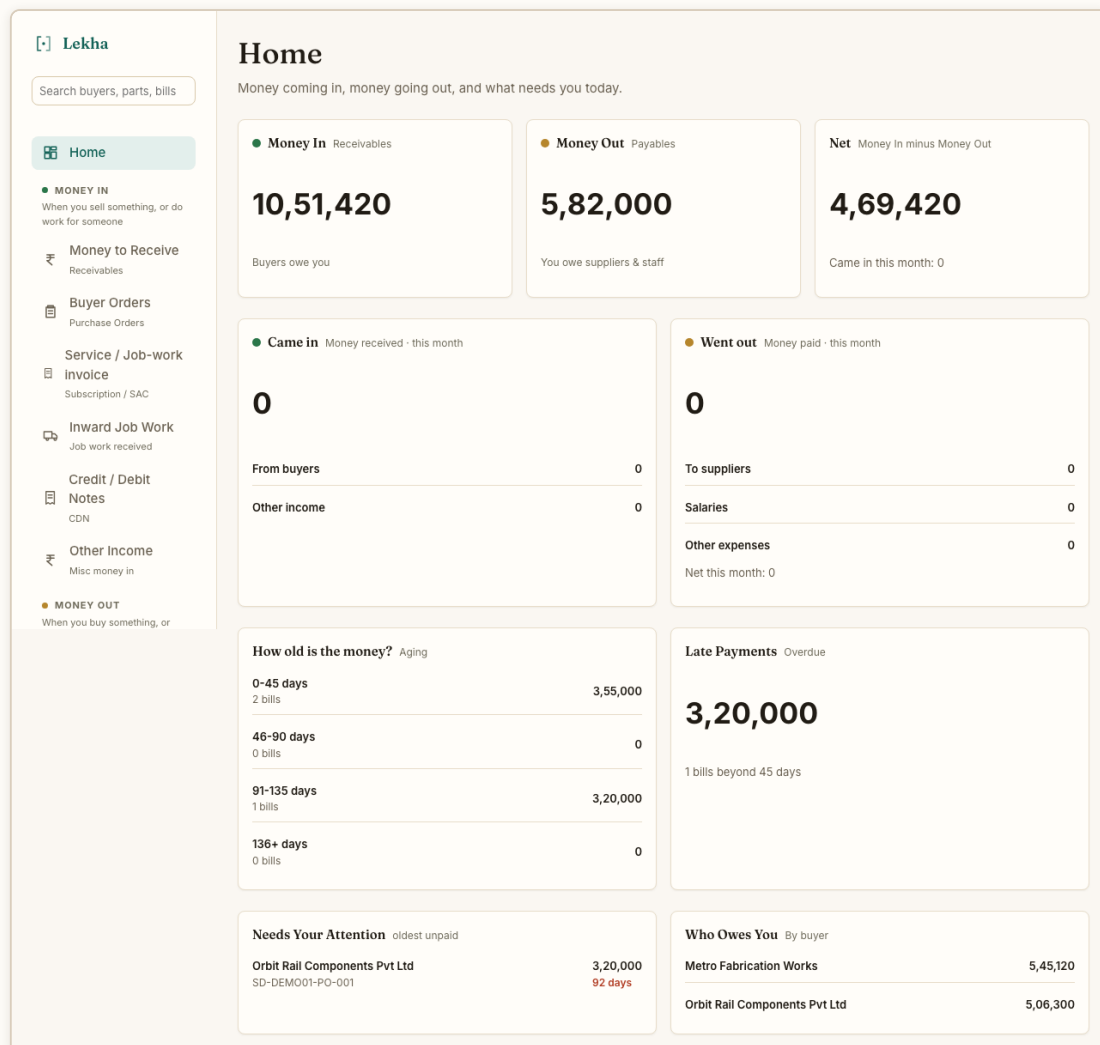
This is the plain-language guide to running your business in Lekha. It walks through every screen and every flow: **where** to click and **how** to do each thing, step by step.

Lekha answers two questions:

- **Money In (paisa aana)** — what your buyers owe you (Receivables).
- **Money Out (paisa dena)** — what you owe your suppliers and staff (Payables).

The one rule to remember: Lekha **records** what happened — it never moves your money. When you "record a payment," no bank or UPI transfer takes place; you are only writing down what you already paid or received outside Lekha. Wherever a document is sent to the government (e-invoice / e-way bill), Lekha files it on your behalf through a licensed provider — it is never the portal itself, and you stay responsible (check anything tax-related with your CA).

Home — Money In, Money Out and Net at a glance



Where is everything? (quick reference)

I want to...	Go to
See the big picture	Home
See who owes me / the MSME clock	Money In → Money to Receive
Record a buyer's order	Money In → Buyer Orders → Record PO
Dispatch goods (challan)	Open the order → Dispatch against PO
Handle a ₹50k+ e-way bill	After dispatch, the E-way bill screen
Make one monthly invoice	Open the order → One monthly invoice
Bill a subscription / service	Money In → Service / Job-work invoice
A customer sends you material to process	Money In → Inward Job Work
Print a purchase order	Open the order → Print PO (suppliers: Print on the row)
See or reprint a document	Master Database → Documents
Record other money in	Money In → Other Income
See / pay supplier dues	Money Out → Money to Pay
Record a supplier's bill	Open the supplier order → Record supplier invoice
Order raw material	Money Out → Raw Material POs
Send material for job work	Money Out → Job Work
Mark daily attendance	Money Out → Attendance
Run month-end salaries	Money Out → Salaries
Record other money out	Money Out → Other Expense
Check stock on hand	Stock
Add or edit a buyer/part/etc.	Master Database
Change thresholds, branding, GST	Settings → Settings
Pull a report for my CA	Settings → Reports
Get help	Settings → Support → New ticket
Change my password / turn on 2FA	My name (bottom of sidebar) → Account

1. Getting started

1.1 Create your account

1. Go to the Lekha website and open **Sign up**.
2. Fill in **Company name**, **Your name**, **Email**, and a **Password** (at least 8 characters).
3. Tick "**I agree to the Terms and Conditions and Privacy Policy.**"
4. Click **Create account**.

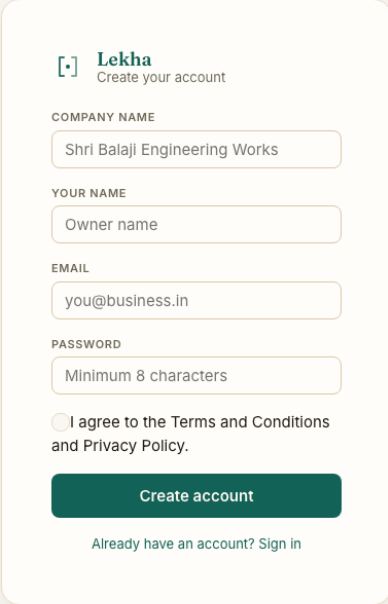
You can sign in straight away. (If you skip the tick, Lekha says:

"Please accept Terms and Privacy Policy to continue."

)

Every new account starts with a **15-day free trial** — everything works, nothing is held back. A strip at the top shows how many days are left. When the trial ends, Lekha becomes **read-only**: you can see and print everything, but new entries wait until you upgrade to a paid plan. Your records are safe and stay yours.

Create your account



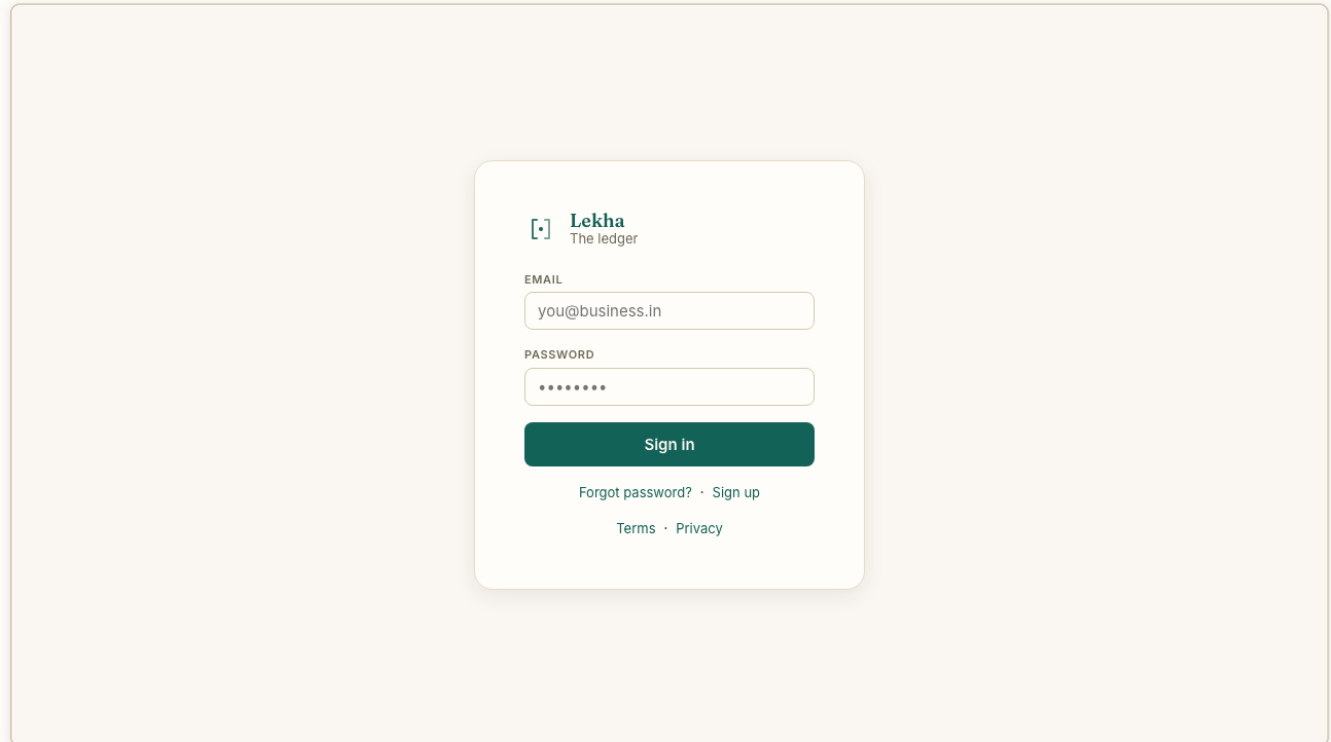
The screenshot shows a web form titled "Lekha Create your account". It contains four input fields: "COMPANY NAME" with the value "Shri Balaji Engineering Works", "YOUR NAME" with the value "Owner name", "EMAIL" with the value "you@business.in", and "PASSWORD" with the value "Minimum 8 characters". Below these fields is a checkbox labeled "I agree to the Terms and Conditions and Privacy Policy." which is currently unchecked. At the bottom of the form is a green button labeled "Create account". Below the button is a link that says "Already have an account? Sign in".

1.2 Sign in

1. Open **Sign in** (`/login`).
2. Enter your **Email** and **Password**, click **Sign in**.

Forgot it? Click **Forgot password?**, enter your email, click **Send reset link**, then open the link in your inbox, type a new password (at least 12 characters) twice, and click **Update password**. If your account got locked from too many tries, the same reset link unlocks it.

The sign-in screen

The image shows a sign-in form for 'Lekha The ledger'. The form is centered on a light gray background. It features a logo at the top left, followed by input fields for 'EMAIL' (containing 'you@business.in') and 'PASSWORD' (masked with dots). Below these is a dark green 'Sign in' button. At the bottom, there are links for 'Forgot password?', 'Sign up', 'Terms', and 'Privacy'.

1.3 Use Lekha on your computer (optional)

Lekha runs in any web browser, but you can also install it as a **desktop app** — its own window and icon, no browser tab needed.

1. On the Lekha website, find **Download** in the top bar and click it.
2. Pick your computer — **Windows** or **macOS** — and the installer downloads.
3. Open the downloaded file, install it like any other app, then launch **Lekha** from the Start menu (Windows) or Applications (Mac).

It is the same Lekha as the website — same sign-in, same screens — so it needs an internet connection to work. The **Download** button only appears on a computer; on a phone or tablet, use the website.

1.4 Find your way around (the sidebar)

The left sidebar is your map. It is grouped exactly the way the business works:

- **Home** — the dashboard.
- **Money In** (*when you sell something, or do work for someone*) — Money to Receive · Buyer Orders · Service / Job-work invoice · Inward Job Work · Credit / Debit Notes · Other Income.
- **Money Out** (*when you buy something, or someone works for you*) — Money to Pay · Raw Material POs · Credit / Debit Notes (supplier) · Job Work · Attendance · Salaries · Other Expense.
- **Stock** — quantity on hand.
- **Master Database** — Buyers · Consignees · Suppliers · Parts (line items) · Stock · GST Rates · Staff · Users & Roles · Documents.
- **Settings** — Reports · Settings · Support.

At the bottom of the sidebar:

- Your **name and role** — click it to open your **Account**.
- **Sign out**.

1.5 Your account and security (/account)

Click your name at the bottom of the sidebar. Here you can:

- See your **Name**, **Email** (with a **Verified** / **Unverified** badge), and **Role**.
- **Change your password** — type your current password and a new one, click **Update password**.
- **Turn on two-step sign-in (2FA)**: click **Enable two-factor**, add the shown key to an authenticator app (Google Authenticator, etc.), type the 6-digit code, click **Verify and activate**, then **save the recovery codes** somewhere safe and click **Done**. To turn it off later, enter your password and a current code and click **Disable two-factor**.
- See your **Active sessions** (other devices signed in).
- Switch between **light and dark** under **Appearance**.

Account — profile, password, two-factor, sessions

[.] Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹ Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Credit / Debit Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

Account

Your profile, security, and sessions

Profile

Name

Workshop Owner

Email

owner@lekha.test verified

Role

owner

Password

Current password

New password

Update password

Two-factor authentication

Add a second step at sign-in with an authenticator app.

Enable two-factor

Active sessions

Sign out all other devices

Chrome on macOS this device

203.0.113.10 · since 1 Jun 2026, 1:30 pm

Safari on iPhone

198.51.100.22 · since 21 May 2026, 12:00 am

Sign out

Appearance

Theme

2. Set up your masters first

Every bill, challan, and invoice is built from your **masters** — your catalog and your parties. Set these up before you raise documents, in roughly this order: **Parts → Buyers (and Consignees) → Suppliers → Staff → Users**.

All master screens work the same way: a **list** with an **Add** button at the top right, and per-row **Edit** and **Delete**. Delete always asks you to confirm ("...This cannot be undone.").

In a hurry? Add a party or part without leaving the document. Anywhere you pick a **buyer, supplier, part, or consignee** while raising a document, the dropdown ends with **+ Add new....** Pick it, type the **name**, and click **Add** — Lekha saves it and selects it right away, so you don't have to set up masters first. It saves only the name; fill in the GSTIN, HSN, or other details later from the master list. This is handy if you don't keep a fixed list of parties or parts.

2.1 Parts (Master Database → Parts)

The catalog every challan and invoice reads from.

1. Click **Add part**.
2. Choose **Goods or service**:
 - **Goods** (a part you make or buy) — pick an **HSN code** (from your tax rates) and a **Part type** (Finished / Raw material).
 - **Service / Job work** — enter a **6-digit SAC code** instead of an HSN. A service has no stock and no HSN.
3. Fill **Part name**, **Part number**, **Unit** (Nos / Kg / Set), and **Default rate** (required). Add **Drawing / spec ref** for goods if you have it, and set **Status** (Active / Inactive).
4. Click **Save part**.

The parts list shows what each item **is** at a glance: the part name with its number underneath, a **Type** column (Raw material / Finished / Service), and the item's **HSN or SAC** code. Everywhere you pick a line item — on a PO, an invoice, a job-work challan — the list reads **name first** (**Bogie Side Frame** · **BSF-100**), so you find things by the name you use every day.

Tip: Give every goods part its **HSN code** (and a tax rate for that HSN) so Lekha can build a correct GST document; give every service part its **SAC code**. A service part is what you bill on a **service invoice** (§4.12).

Parts catalog

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Search buyers, parts, bills

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MONEY IN
When you sell something, or do work for someone

₹ Money to Receive
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Buyer Orders
Purchase Orders

Service / Job-work
Invoice

Subscription / SAC

Parts

The catalog every challan and invoice reads from

Search parts

Name, number or HSN

Part	Type	HSN / SAC	Drawing / spec	Default rate	Status	
Alloy fasteners set SEED-P-005	Finished	731815	—	₹20	active	Edit Delete
Brake shoe mounting plate SEED-P-002	Finished	860721	—	₹1,100	active	Edit Delete
Forged coupler clamp SEED-P-003	Finished	860730	—	₹1,300	active	Edit Delete
Hot rolled steel plate SEED-P-004	Finished	720852	—	₹5,000	active	Edit Delete

+ Add part

8

2.2 Buyers (Master Database → Buyers)

Who you sell to.

- 1. Click **Add buyer**.
- 2. Fill **Buyer name** and **Buyer type** (Railway / Auto-OEM / Government / Generic B2B). Add **GSTIN**, **City**, **State**, **Place of supply code** if known.
- 3. Click **Save buyer**.

Buyers

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Search buyers, parts, bills

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₹ Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

Buyers

+ Add buyer

Who you sell to — document templates

Search buyers

Name or GSTIN...

Buyer	Type	GSTIN	City	Status	
Acme Corp India	railway	27AABCA1234A1Z5	Pune	active	Edit Delete
Indian Railways NCR	railway	09AAAC11234B1Z9	Jhansi	active	Edit Delete
Bharat Forge Ltd	private	27AAACB5678C1Z2	Pune	active	Edit Delete

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2.3 Consignees / ship-to (Master Database → Consignees)

A consignee is a **ship-to address that belongs to a buyer** — useful when goods go to a different site than the buyer's billing office.

- 1. Click **Add consignee**.
- 2. Pick the **Buyer** it ships for, fill the **Consignee name**, and add the **Address, City, State, State code, Pincode, GSTIN** as needed.
- 3. Click **Save consignee**.

Consignees (ship-to)

Lekha

Search buyers, parts, bills

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MONEY IN

When you sell something, or do work for someone

₹

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₹

Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

Consignees

+ Add consignee

Ship-to addresses linked to a buyer — used on challans and invoices

Search consignees

Name or GSTIN...

Consignee	Buyer	City	GSTIN
No consignees found.			

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2.4 Suppliers (Master Database → Suppliers)

Who you buy raw material from.

1. Click **Add supplier**.
2. Fill **Supplier name** and **Type** (Domestic / Import). Add **GSTIN**, **Address**, **City**, **State**, **Contact person**, **Phone**.
3. Click **Save supplier**.

Suppliers

Lekha

Search buyers, parts, bills

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When you sell something, or do work for someone

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₹ Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

Suppliers

Who you buy raw material from

Search suppliers

Name or GSTIN...

Supplier	Type	GSTIN	City	Status	
Parts Co International	import	27AABCP1234A1Z5	Mumbai	active	Edit Delete
Raw Steel Suppliers	import	24AAACR4321B1Z1	Surat	active	Edit Delete
Precision Components	import	—	Pune	active	Edit Delete

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2.5 Staff and their pay setup (Master Database → Staff)

Your employees, and the basis Lekha uses to total their monthly salary.

1. Click **Add employee**.
2. Under **Employee details**: fill **Name**, **Monthly salary**, **Join date** (required), plus **Role** and **Status**.
3. Under **Pay setup** (optional — leave blank to use the monthly salary at 6 days a week):
 - **Pay basis** — **Monthly fixed** or **Daily wage**. The amount field relabels to **Monthly amount** or **Daily wage** to match.
 - Set the base amount, **Working days / week**, **Shift hours**, **Overtime / hour**, and **Pay effective from** if you want overtime or a daily-wage basis.
4. Click **Save employee**.

Staff master — with the pay-setup section

Lekha

Search buyers, parts, bills

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Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

MASTERS

+ Add employee

Employees

Salary master for monthly run seeding

Search employees

Name or role...

Name	Role	Monthly salary	Status	
Rajesh Kumar	Fitter	₹32,000	active	Edit Delete
Priya Sharma	Supervisor	₹45,000	active	Edit Delete
Arun Patel	—	₹28,000	active	Edit Delete

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2.6 Users and roles (Master Database → Users & Roles)

Who on your team can use Lekha.

1. Click **Invite user**.
2. Fill **Name**, **Email**, choose a **Role** (Owner / Accountant / Staff) and **Status**.
3. Click **Save user**.

Users & roles

Lekha

Search buyers, parts, bills

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MONEY IN

When you sell something, or do work for someone

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📄 Buyer Orders

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📄 Credit / Debit Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

📄 Money to Pay

Users & roles

+ Invite user

Who can do what

Search users

Name or email...

Name	Role	
Workshop Owner owner@lekha.test	owner	Edit Delete
Operations Lead ops@lekha.test	manager	Edit Delete
Floor Viewer viewer@lekha.test	viewer	Edit Delete

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2.7 Tax rates (Master Database → Tax rates)

The GST rate Lekha puts on each line. It works in **three layers**, so you are always in control:

1. **Lekha's default** — if a part's HSN has no rate of its own, Lekha falls back to a sensible default (18%) so a document never gets stuck.
2. **Your default (this screen)** — click **Add tax rate**, give it a **Name**, the **HSN code**, and the **Rate (%)**, then **Save**. From then on every line with that HSN uses your rate. Edit or delete a rate from its row, just like any other master.
3. **Override while billing** — when dispatching against a PO or raising an invoice, each line has a **GST %** box: leave it blank to use your default, or type a number to override just that one line.

You only ever set the **rate**. Lekha still decides the **split** for you — CGST + SGST within your state, IGST across states — from the place of supply.

This "**our default → your default in Settings → change it while you use it**" pattern runs throughout Lekha, not only for GST — the e-way-bill threshold and record-retention period work the same way (see §3).

3. Settings (Settings → Settings)

Open **Settings** and use **Save settings** (top right) after changes.

- **Company** — your **Business name** and **GSTIN**.
- **Receivables** — **Overdue threshold (days)**, the MSME clock. Default is 45.
- **Document reading** — **Auto-flag below confidence**: how unsure a read document must be before Lekha flags a field for you to check.
- **Compliance & retention** — your defaults for two statutory numbers: the **E-way bill threshold (₹)** (the dispatch value above which an e-way bill is required — the statutory default is ₹50,000; change it only if your CA advises) and **Document retention (days)** (how long Lekha keeps your records; it cannot go below the 2555-day / 7-year statutory floor).
- **Document template** — how your printed challans and invoices look: **Brand name**, **Logo image** and **Signatory image** (PNG/JPEG/WEBP, up to 2 MB), address, contact, bank details, declarations, terms, footer, colours, and **Layout** (Standard / Compact). *Only presentation lives here — GST figures, HSN, IRN, and place of supply always come from the bill itself and cannot be set here.*
- **GSP e-invoice and e-way bill** — this lets Lekha file your e-invoices and e-way bills for you through a licensed provider (Quicko Infosoft Pvt. Ltd.). **The username and password are not something you make up here — they are created once on the government portal.** You or your CA register the provider for API access on the **e-invoice portal** and create a username and password; **do the same one-time authorisation separately on the e-way-bill portal (ewaybillgst.gov.in), using the same username and password** (the government keeps one login across both — they must match, or one of the two will not connect). Then tick **Enable GSP e-invoicing** (and **Turnover above e-invoice threshold** if your CA confirms you are in scope), enter that **username / password / GSTIN**, and read and tick the **Compliance acknowledgement** ("...Lekha records what I enter and does not determine my GST or e-invoice obligations..."). Lekha manages the connection from there. *Until that separate e-way-bill registration is done, e-way bills will not generate even if e-invoicing already works — use **Record one you made on the portal** (§4.5) in the meantime.*

To raise a help request, go to **Settings → Support**, click **New ticket**, fill **Subject**, **Details**, and **Priority**, then **Submit ticket**.

Lekha

Search buyers, parts, bills

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MONEY IN

When you sell something, or do work for someone

Money to Receive

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Inward Job Work

Job work received

Credit / Debit

Notes

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Other income

Misc money in

MONEY OUT

When you buy something, or

Settings

Tune Lekha to how your business runs

COMPANY

Business name

EZE Co seed-w123-mjp4zum-1-c0mizq

GSTIN

29AAACQ3770E000

Place of business — address

Plot 1, MDC

Place of business — city

Pune

Place of business — state

Karnataka

GST state code

29

Place of business — pincode

410001

RECEIVABLES

Overdue threshold (days)

45

DOCUMENT READING

Auto-flag below confidence

0.7

COMPLIANCE & RETENTION

Your defaults. The e-way bill threshold is the statutory ₹50,000 unless your CA advises otherwise; record retention cannot go below the 2555-day statutory floor.

E-way bill threshold (₹)

50000

Document retention (days)

2555

DOCUMENT TEMPLATE

Presentation and non-statutory text on your printed documents. GST figures, HSN, IRN and place of supply come from each bill and cannot be set here.

Brand name on documents

EZE Co seed-w123-mjp4zum-1-c0mizq

Logo image

Choose File | No file chosen

No image uploaded

Signatory image

Choose File | No file chosen

No image uploaded

Address line 1

Address line 2

City

State

Pincode

Phone

Email

Website

PAN

CIN

TIN

Range

Division

Commissionerate

Primary colour

Brand

Accent colour

Accent

Layout

Standard

Bank name

Account holder name

Bank account number

Bank IFSC

Bank branch

Payment terms label

Jurisdiction

Signatory name

Declarations (one per line)

Terms & conditions

Interest clause

Footer note

GSP E-INVOICE

Turn on GSP e-Invoicing to add your IRP credentials. Most MSMEs below the turnover threshold do not need this.

Enable GSP e-invoicing

DIGITAL SIGNING (DSC)

Turn this on to sign delivery challans and non-e-invoiced tax invoices with your DSC USB token from the Lekha desktop app.

Enable DSC signing

Save settings

4. Money In — selling to your buyers

This is the heart of Lekha. The full lifecycle is:

Record the buyer's PO → dispatch goods (challan) → e-way bill if ₹50k+ → roll challans into one monthly invoice → (e-invoice/IRN if applicable) → buyer acknowledges → record payment received.

The **purchase order (PO)** is the boss: it holds the agreed rate and quantity, and Lekha never lets you dispatch or bill more than was ordered.

4.1 Record a buyer's PO (Money In → Buyer Orders , then "Record PO")

1. Go to **Buyer Orders** and click **Record PO**.
2. Pick the **Buyer**, type the **PO number** and **PO date**.
3. In the lines table, pick a **Part** (this fills the description and rate for you) or type a description, then set **Qty** and **Rate**. Click **Add line** for more. The **Order value** totals at the bottom.
4. Click **Save purchase order**.

Record a buyer PO

Lekha

Search buyers, parts, bills

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Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

MONEY IN

Record buyer PO

Cancel

Key in the purchase order your buyer sent. It sets the agreed rate and quantity.

Buyer

PO number

Search a buyer...

PO date

07/07/2026

Notes

Optional

Part / description	Qty	Rate	Line total	
Search a part...			₹0	Remove
What is being ordered				

+ Add line

Order value ₹0

Save purchase order

4.2 Open a PO to see its progress (/order-detail)

From **Buyer Orders**, click the **PO number**. This is the **Bill lifecycle** screen. It shows:

- **Fulfilment** per line — **Ordered, Dispatched, Invoiced**, and what is left **To dispatch / To invoice**.
- The **lifecycle** pills (Ordered → Dispatched → Invoiced → Submitted → Acknowledged → Paid).
- The **MSME 45-day clock** for this bill.
- **Amendment history** and any **attached documents**.

From here the action buttons are: **Dispatch against PO, One monthly invoice, Amend, Void, Print PO**, and (once a challan exists) **View challan** and **E-way bill**.

Print PO opens the order as a proper multi-part purchase order — a Buyer / Vendor / Contract header, then a line table with **Position, Part No, Drawing No, HSN, UOM, rate, GST %** and the amount, followed by your payment terms and conditions. Use **Print** or **Download** the same way as an invoice.

Order detail — fulfilment, lifecycle, MSME clock

Lekha

Search buyers, parts, bills

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MONEY IN

When you sell something, or do work for someone

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Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

No purchase order was found.

4.3 Change a PO – amendments (Amend on the order)

POs are never edited in place; each change is a kept-forever **revision**, latest in effect.

1. On the order, click **Amend**.
2. Set the **Effective date**, type a **Reason** (required, e.g. "rate revision"), and adjust the lines.
3. Click **Record amendment**.

Amend a PO — a new revision

Lekha

Search buyers, parts, bills

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MONEY IN

When you sell something, or do work for someone

₹

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₹

Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

No purchase order selected.

4.4 Dispatch goods — make a delivery challan (Dispatch against PO)

1. On the order, click **Dispatch against PO**.
2. Set the **Dispatch date** and, if needed, a **Consignee (ship to)**.
3. Tick the lines to send, and enter the **Dispatch qty** for each. The **Rate** comes from the PO. You **cannot** send more than the **Remaining** quantity.
4. Under each quantity box Lekha shows the part's **On hand** stock, and warns you (without stopping you) if you're sending more than you have on hand, or the part shows zero. It is a **heads-up, not a block** — you can still dispatch, since you may be sending goods before the stock movement is recorded. The same on-hand hint appears when you raise a direct invoice (§4.6) and when you send material for job work (§5.4).
5. If you change a rate, Lekha flags the line **off-PO** and makes you type an **Off-PO reason**. The **GST %** box on each line works the three-layer way from §2.8 — blank uses your default for that HSN, or type a number to override just that line.
6. Click **Create dispatch slip**.

If the dispatch is **₹50,000 or more**, Lekha takes you straight to the **E-way bill** screen (see next). Otherwise it opens the **challan** for printing.

Dispatch against PO → delivery challan

Search buyers, parts, bills

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MONEY IN

When you sell something, or do work for someone

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Purchase Orders

Service / Job-work

Invoice

Subscription / SAC

Credit / Debit

Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

No purchase order selected.

20

4.5 E-way bill for ₹50k+ dispatches (/eway-bill)

Every consignment of ₹50,000 or more needs an e-way bill — Lekha tells you loudly and will not let it slip silently. You have three ways to satisfy it:

- **Generate it through Lekha:** fill **Distance (km)** (and optionally transport mode, vehicle number, transporter details), then click **Generate e-way bill**. *This needs your e-way-bill API credentials set up first — see **Settings → GSP e-invoice and e-way bill** (§3). Until that one-time portal registration is done, use **Record one you made on the portal** below.*
- **Record one you made on the portal:** enter the **E-way bill number**, **E-way bill date**, and **Valid until**, then click **Record e-way bill**.
- **Proceed without one (with a reason):** type a **Reason** and click **Record waiver**. The warning stays visible — this is your on-record decision.

The banner at the top always tells you whether this dispatch still **needs an e-way bill** or is already **recorded**.

E-way bill — generate / record / waive

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹

Money to Receive

Receivables

📄

Buyer Orders

Purchase Orders

Service / Job-work

📄

Invoice

Subscription / SAC

Credit / Debit

📄

Notes

CDN

₹

Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

📄

Money to Pay

No dispatch selected.

4.6 Turn the month's challans into one invoice (One monthly invoice)

Many challans usually roll into a single month-end tax invoice.

1. On the order, click **One monthly invoice**.
2. Set the **Invoice date**, tick the **dispatch slips** to include (each is invoiced only once), and click **Create one invoice**.
3. The **invoice** opens, ready to print.

Consolidate challans into one invoice



Search buyers, parts, bills

 Home



MONEY IN
When you sell something, or do work for someone

 **Money to Receive**
Receivables

 **Buyer Orders**
Purchase Orders

 **Service / Job-work**
Invoice
Subscription / SAC

 **Credit / Debit**
Notes
CDN

 **Other Income**
Misc money in



MONEY OUT
When you buy something, or someone works for you

 **Money to Pay**

No purchase order selected.

22

4.7 All your documents (Master Database → Documents)

Documents lists every PDF Lekha has generated for you — tax invoices, delivery challans, purchase orders, e-way bills, and job-work challans — newest first, with **Type** and **search** filters to narrow the list. Click any row to open its PDF. Because the list reads your live records, a document appears here the moment you create it — even before you have opened it.

Documents — every generated PDF

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹ Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Inward Job Work

Job work received

Credit / Debit Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or

Documents

Everything you've generated — open one to review it

Search

Document number...

Type

All types

Name	Type	Date
SD-DEMO01-JWR-001.pdf	Return challan	23 Jun 2026
SD-DEMO01-CH-001.pdf	Delivery challan	22 Jun 2026
SD-DEMO01-INV-001.pdf	Tax invoice	20 Jun 2026
SD-DEMO01-JW-001.pdf	Job-work challan	20 Jun 2026
SD-DEMO01-SVC-001.pdf	Tax invoice	19 Jun 2026
SD-DEMO01-PO-004.pdf	Purchase order	17 Jun 2026
SD-DEMO01-SPO-001.pdf	Purchase order	09 Jun 2026
SD-DEMO01-PO-003.pdf	Purchase order	25 May 2026
SD-DEMO01-INV-002.pdf	Tax invoice	01 May 2026
SD-DEMO01-PO-002.pdf	Purchase order	20 Apr 2026
SD-DEMO01-PO-001.pdf	Purchase order	21 Mar 2026

Previous

Page 1 of 1 · 11 total

Next

4.8 Print or download a document (/invoice , /challan)

On an invoice or challan screen, you see the PDF preview. Click **Print** to open and print it, or **Download** to save the .pdf . Every document you raise also appears in **Documents** (§4.7).

Invoice — Print / Download

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹

Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Credit / Debit Notes

CDN

₹

Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

No linked purchase order was found.

Delivery challan

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹

Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Credit / Debit Notes

CDN

₹

Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

No challan was selected.

4.9 Digitally sign a document with your DSC token (optional)

If you have a **Digital Signature Certificate (DSC)** on a USB token — the same one you use for GST or MCA filing — you can digitally sign a delivery challan or a non-e-invoice tax invoice, so the PDF itself carries your legal signature.

Turn it on once in Settings. Open **Settings**, scroll to **Digital signing (DSC)**, and tick **Enable DSC signing**. That is the only switch — DSC is entirely yours to turn on or off. Once it is on, a **Sign with DSC** panel appears on every delivery challan and non-e-invoice tax invoice.

You then need the **desktop app** (§1.3) with your **token plugged in** — a web browser cannot reach the token, so on the website you only see a prompt to open the desktop app. In the app: open the document, click **Sign**, choose your token, and enter its **PIN**. Lekha signs on the token (your private key never leaves it) and saves the signed PDF. Once signed, the document is **locked** and carries a "Digitally signed" mark with your name and the date.

A one-time setup registers your certificate the first time; after that you sign each document individually. E-invoices already carry the government's signed QR code, so DSC signing is not offered on them.

Settings → Digital signing (DSC): your switch to turn signing on

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work

Invoice

Subscription / SAC

Inward Job Work

Job work received

Credit / Debit

Notes

CDN

Other income

Misc money in

MONEY OUT

When you buy something, or

Settings

Tune Lekha to how your business runs

✓ Save settings

COMPANY

Business name

EZE Co seed-w123-mj04zum-1-c0mizq

GSTIN

29AAACQ3770E000

Place of business — address

Plot 1, MDC

Place of business — city

Pune

Place of business — state

Karnataka

GST state code

29

Place of business — pincode

410001

RECEIVABLES

Overdue threshold (days)

45

DOCUMENT READING

Auto-flag below confidence

0.7

COMPLIANCE & RETENTION

Your defaults. The e-way bill threshold is the statutory ₹50,000 unless your CA advises otherwise; record retention cannot go below the 2555-day statutory floor.

E-way bill threshold (₹)

50000

Document retention (days)

2555

DOCUMENT TEMPLATE

Presentation and non-statutory text on your printed documents. GST figures, HSN, IRN and place of supply come from each bill and cannot be set here.

Brand name on documents

EZE Co seed-w123-mj04zum-1-c0mizq

Logo image

Choose File | No file chosen

No image uploaded

Signatory image

Choose File | No file chosen

No image uploaded

Address line 1

Address line 2

City

State

Pincode

Phone

Email

Website

PAN

CIN

TIN

Range

Division

Commissionerate

Primary colour

Brand

Accent colour

Accent

Layout

Standard

Bank name

Account holder name

Bank account number

Bank IFSC

Bank branch

Payment terms label

Jurisdiction

Signatory name

Declarations (one per line)

Terms & conditions

Interest clause

Footer note

GSP E-INVOICE

Turn on GSP e-Invoicing to add your IRP credentials. Most MSMEs below the turnover threshold do not need this.

Enable GSP e-invoicing

☐

DIGITAL SIGNING (DSC)

Turn this on to sign delivery challans and non-e-invoiced tax invoices with your DSC USB token from the Lekha desktop app.

Enable DSC signing

☐

On the website: open the desktop app to sign

Sign with DSC

Open Lekha in the desktop app to sign this document with your DSC token. The token never leaves your machine.

↓ macOS

↓ Windows

A signed document — locked, with your name and the date



Digitally signed

Signed by Workshop Owner on 12 Jun 2026

4.10 Track who owes you (Money In → Money to Receive)

This is your receivables list. Filter by **All / Overdue / Due soon / Submitted / CRN awaited / Paid**. Each row shows the buyer, the amount owed, and the **MSME clock** (days since the bill — red once past your overdue threshold). Click **Acknowledge** to start that clock, or **Record payment** on any unpaid bill.

Money to Receive — with the MSME clock

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Inward Job Work

Job work received

Credit / Debit Notes

CDN

Other Income

Misc money in

MONEY OUT

When you buy something, or

Money to Receive

6 open bills · ₹10,51,420 owed to me

All

Overdue (1)

Due soon (2)

Submitted (2)

CRN awaited (1)

Paid (1)

Bill	Buyer · PO	Invoice date	Amount	MSME clock	Status
SB-CE26C78F	Orbit Rail Components Pvt Ltd · SD-DEMO01-PO-001	13 Jul 2026	₹3,20,000	92 days	overdue Record payment
SB-8844C73E	Orbit Rail Components Pvt Ltd · SD-DEMO01-PO-002	13 Jul 2026	₹1,45,000	38 days	pending Record payment
SB-55231634	Metro Fabrication Works · SD-DEMO01-PO-003	13 Jul 2026	₹2,10,000	28 days	pending Record payment
SD-DEMO01-INV-001	Metro Fabrication Works · SD-DEMO01-PO-004	20 Jun 2026	₹2,19,480	—	submitted Acknowledge
SD-DEMO01-CH-001	Metro Fabrication Works · SD-DEMO01-PO-003	13 Jul 2026	₹1,15,640	CRN awaited	dispatched Acknowledge
SD-DEMO01-INV-002	Orbit Rail Components Pvt Ltd · SD-DEMO01-PO-002	01 May 2026	₹0	—	paid
SD-DEMO01-SVC-001	Orbit Rail Components Pvt Ltd ·	19 Jun 2026	₹41,300	—	submitted Acknowledge

4.11 Record a payment received

When a buyer pays you (in your bank, outside Lekha), mark it against the bill so the MSME clock stops and the bill shows **Paid**. You record the payment date, amount, mode, and reference — Lekha writes it down; it does not move money.

4.12 Service / Job-work invoices (Money In → Service / Job-work invoice)

For a bill that isn't goods against a PO — a subscription, an AMC, a one-off service, **labour or manpower charges, processing or job-work you did for a buyer**. It is SAC-coded and has no purchase order, no delivery, and no e-way bill.

Which one? Bill **goods** (parts you sell) from the **buyer's order** (§4.4–4.6). Bill **labour, processing, an AMC or a subscription** here, as a service. To **pay your own staff**, use **Salaries** (§5.5) — that is a payable, not an invoice. To **send your material out** for processing, use **Job Work** (§5.4). A human-labour bill *to a buyer* is a **service** (SAC), not goods.

1. Open **Money In → Service / Job-work invoice** (it lists the ones you have already raised) and click **Create service invoice**.
2. Pick the **Buyer**, set the **Invoice date**, and optionally the **Service period from / to** (e.g. the subscription year).
3. Add lines: pick a **service part** (it fills the SAC, description and rate for you) or type them in directly — a **6-digit SAC**, description, quantity, rate and **GST %**. The buyer must have a state on record, since Lekha uses it to set the place of supply.
4. Click **Create service invoice** — Lekha opens the printable invoice, and the bill lands in **Money to Receive** like any other.

Service / Job-work invoice

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Credit / Debit Notes

CDN

Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

MONEY IN

Service / Job-work invoice

A subscription or service bill — SAC-coded, with no purchase order or goods movement.

Bill here: labour or manpower charges, processing or job-work you did for a buyer, an AMC, a subscription — anything charged by a SAC, not as goods.

Not here: to sell parts, raise the invoice from the buyer's order (Buyer Orders); to pay your own staff, use Salaries; to send material out for processing, use Job Work.

Buyer

Search a buyer...

Invoice date

12/07/2026

Service period from

dd/mm/yyyy

Service period to

dd/mm/yyyy

Service / description	SAC	Qty	Rate	GST %	Line total	
Search a service... What is being billed	998314	1		18	₹0	Remove

+ Add line

Invoice total ₹0

Create service invoice

4.13 Inward Job Work — when a customer sends you material (**Money In** → **Inward Job Work**)

Sometimes the work runs the other way: a **customer sends you their material to process** — you are the job worker. Their goods are **held on your behalf**; they never become your own stock. Record what came in, send the finished parts back under **your own delivery challan**, then bill the labour as a service.

1. Open **Money In** → **Inward Job Work** (it lists what you have received) and click **Record received material**.
2. Pick the **Customer**, set the **Received date**, optionally note their **delivery challan reference**, and add the items with a **quantity** and a **declared value** (that value sets the e-way bill on the return). Click **Record received material**.
3. On the record, enter how much of each item is going back and click **Raise return challan** — Lekha makes your own Rule-55 delivery challan (numbered **JWR/...**). A ₹50,000+ return opens the **e-way bill** page; here **you are the sender**, so you can generate it or record a portal number. Print the return challan from its row.
4. Once the parts are back, click **Bill the processing charge** — it opens a **Service / Job-work invoice** with the customer filled in and your return challans ready to link. Bill the labour (SAC-coded); it lands in **Money to Receive** like any other bill.

Inward Job Work

[.] Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹ Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Inward Job Work

Job work received

Credit / Debit Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or

MONEY IN

Inward Job Work

A customer sends you material to process. Record what you received, return the finished parts under your own delivery challan, then bill the labour.

No inward job work yet. Record the material a customer sent you to process.

+ Record received material

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4.14 Other income (Money In → Other Income)

For money in that isn't a buyer invoice — scrap sales, rebates, interest.

- 1. Set the **Date**, enter the **Amount** and a **Note**, click **Add**.
- 2. To change one, click **Edit** on its row, adjust, and click **Update**. **Delete** removes it (with confirmation). The running **Total** shows at the bottom.

Other Income

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work Invoice

Subscription / SAC

Credit / Debit Notes

CDN

Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

Other Income

Money in that is not from a buyer invoice — scrap sales, rebates, interest

Date

07/07/2026

Amount

Note

What was this for?

Add

Date	Note	Amount
Nothing recorded yet.		

Total: ₹0

34

5. Money Out — your suppliers and staff

5.1 Record a supplier's bill (Money Out → Raw Material POs , then Record supplier invoice)

When raw material arrives with the supplier's bill, you record that bill **against the purchase order you raised** for it (§5.3). Lekha keeps the price honest and moves the stock in for you.

1. Open the supplier's PO from **Raw Material POs** (or its order detail) and click **Record supplier invoice**.
2. The lines, quantities, and rates come **prefilled from the PO** — check them against the paper bill and adjust if the supplier billed something different. Fill in the supplier's **bill number** and **bill date**.
3. Click **Record supplier invoice**. The bill lands in **Money to Pay**, and the raw material moves **into your stock** automatically.

Record a supplier's invoice against its PO

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹ Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Credit / Debit Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

No purchase order selected.

5.2 See and pay your dues (Money Out → Money to Pay)

This is your payables list. Filter by **All / To review / Due this week / Imports / Partly paid / Paid**. Every supplier bill you record (§5.1) lands here and counts toward what you owe.

- 1. Click a **supplier bill** to open its detail — supplier, taxable value, tax, total, payments so far, and **Outstanding**.
- 2. Click **Record a payment**, enter the **Date paid**, **Amount**, **Mode** (Bank transfer / UPI / Cheque / Cash), and an optional **Reference / UTR**, then click **Record payment**. The side panel shows what the outstanding will be after this. (Again — a record only, no money moves.)

Money to Pay

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work

Invoice

Subscription / SAC

Inward Job Work

Job work received

Credit / Debit

Notes

CDN

Other Income

Misc money in

MONEY OUT

When you buy something, or

Money to Pay

3 open bills · ₹4,44,000 I owe

AllTo review (1)Due this week (2)Imports (1)Partly paid (0)Paid (1)

Supplier bill	Supplier	Bill date	Amount	Due	Status
SD-DEMO01-BB-003	Prime Steel Traders	25 Jun 2026	₹57,840	2 days overdue	needs review
SD-DEMO01-BB-004	Prime Steel Traders	23 Jun 2026	₹2,40,000	in 6 days	recorded
SD-DEMO01-BB-002	Prime Steel Traders	11 Jun 2026	₹96,000	2 days overdue	recorded
SD-DEMO01-BB-005	Prime Steel Traders	28 May 2026	₹0	16 days overdue	paid
SD-DEMO01-BB-001	Prime Steel Traders	16 May 2026	₹1,08,000	24 days overdue	recorded

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹ Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Inward Job Work

Job work received

Credit / Debit Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or

SD-DEMO01-BB-001 · PRIME STEEL TRADERS

Record supplier note

₹ Record a payment

Hot rolled steel plate

Supplier bill · ₹1,83,000 · due 19 Jun 2026

BILL SUMMARY

Supplier	Prime Steel Traders
Taxable value	₹1,50,000
CGST + SGST	₹27,000
Bill total	₹1,83,000
Recorded payments	₹75,000
Outstanding	₹1,08,000

PAYMENT DUE

24 days overdue

due 19 Jun 2026 · supplier terms net 34

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5.3 Raise a PO to a supplier (Money Out → Raw Material POs)

The orders you send suppliers for raw material — same versioned-PO model as buyer orders.

- 1. Go to **Raw Material POs** and click **New raw-material PO**.
- 2. Pick the **Supplier**, type the **PO number** and **PO date**, add lines (part/description, **Qty**, **Rate**), and click **Save purchase order**.
- 3. Click **Print** on any row to open the supplier PO as the same multi-part document described in §4.2 (your workshop as the buyer, the supplier as the vendor), ready to send.
- 4. To cancel one, click **Void** on its row and confirm.

Raw Material POs

Lekhha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹

Money to Receive

Receivables

📄

Buyer Orders

Purchase Orders

Service / Job-work

📄

Invoice

Subscription / SAC

Credit / Debit

📄

Notes

CDN

₹

Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

📄

Money to Pay

MONEY OUT

New raw-material PO

Raw Material POs

Orders you send suppliers — matched back to the bills they send you.

PO number	Supplier	Date	Value	Revisions	Status
No raw-material POs yet.					

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5.4 Job Work — send material out for processing (Money Out → Job Work)

When an outside workshop does a step for you — machining, heat-treatment, plating, painting, or testing — you send your own material out and get it back. Lekha tracks **what went out and what came back**, and lets you **record the job worker's processing bill** into Money to Pay when it arrives.

- 1. Go to **Job Work** and click **New job-work challan** to open **Send material for job work**.
- 2. Pick the **Job worker** (one of your suppliers) and the **Challan date**.
- 3. Add lines: the **Part** (any stocked part — raw or finished), the **Quantity** you're sending, and a **Rate** (its value — used only to decide whether an e-way bill is needed). Click **Create job-work challan**. The material moves **out** of your stock and the challan is numbered **JW/...**.
- 4. If the consignment is **₹50,000 or more**, Lekha takes you straight to the **e-way bill** screen — a job-work movement still needs one. Record or generate it there.

Send material for job work

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹ Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Credit / Debit Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

MONEY OUT · JOB WORK

Cancel

Send material for job work

Moves material out of stock to the job worker — raw or finished, for any processing, finishing, or testing step. Record the return when it comes back.

Job worker

Challan date

Search a supplier...

07/07/2026

Part	Quantity	Rate	Value	
Search a part...			₹0	Remove

+ Add part

Declared value ₹0

Create job-work challan

Print the challan. Open the challan from the **Job Work** list and click **Print challan (triplicate)** — it prints as Original / Duplicate / Triplicate with **no tax** (a job-work move isn't a sale). Send it out with the goods.

Record what comes back. As material returns, type the **Return now** quantity on each line and click **Record return** — it moves back **into** stock. When every line is fully returned, the challan closes itself. If some material never comes back (process loss), click **Close — write off remaining as process loss**. A closed challan accepts no further returns.

The return trip may need its own e-way bill. The material coming back is a second movement, so if the return consignment is **₹50,000 or more** it needs its own e-way bill — separate from the one you raised when you sent the goods out. Open the challan and click **Return e-way bill**. Who raises it depends on the job worker: if they are **GST-registered**, they generate it and you simply **record their number** here; if they are **unregistered** (or you are arranging the return transport yourself), **generate** it from Lekha — it fills in the job worker as the sender and you as the receiver. The screen reminds you which case applies.

Record the job worker's bill. When the job worker invoices you for the processing (their labour charge), open the challan and click **Record job-work invoice**. The parts are prefilled from the challan; type the **processing rate** per line and the **GST**, and Lekha books it into **Money to Pay** as a bill from that job worker. No stock moves — this is only the labour charge, separate from the material you already sent and got back.

A job-work challan — sent vs returned per line, with Return e-way bill and Record job-work invoice

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹ Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Inward Job Work

Job work received

Credit / Debit Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or

JOB WORK · SD-DEMO01-JW-001

Back

Prime Steel Traders

Material is out for processing. Record what comes back.

Print challan (triplicate)

Download

Return e-way bill

Record job-work invoice

Part	Sent	Returned	Remaining	Return now
Rail axle housing assembly	20	0	20	

Record return

Close — write off remaining as process loss

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹ Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work Invoice

Subscription / SAC

Credit / Debit Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

MONEY OUT

Job Work

+ New job-work challan

Material sent to a job worker for processing — tracked out of stock until it returns.

No job-work challans yet. Create one to send material out for processing.

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5.5 Attendance → salary

Lekha totals each person's monthly salary from their attendance and pay setup. It does **not** calculate PF/ESI/TDS, produce payslips, or disburse — the figures are the ones you record.

Step 1 — Mark attendance (Money Out → Attendance):

1. Pick the **Date**.
2. For each person set **Present / Absent / Half day**, and add **Overtime (hrs)** where due. Use **All present** to fill the day quickly.
3. Click **Save attendance**.

Step 2 — Run the month (Money Out → Salaries):

1. Open **Salaries** and click **Open this month** (or pick a month). On a fresh run, choose the **Month** and click **Run salary**.
2. The run lists each person's **Base**, any **Adjustment**, and **This month**. To add a bonus or deduction, click **Adjust**, enter the amount and a **Reason**, and **Save adjustment**. Click **Recompute** after changing attendance.

Step 3 — Finalize and pay:

1. Click **Finalize month** (this locks that month's attendance) and confirm.
2. Click **Mark whole month paid** (or **Mark paid** on one person), record the payment details, and click **Record payment**.

Attendance (Hazri)

[.] Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹ Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Inward Job Work

Job work received

Credit / Debit Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or

STAFF

Attendance

Hazri — mark who came in. It rolls up into the month-end salary.

Date

29/06/2026

Present 3 · Half day 0 · Absent 0

All present

Staff	Status	Overtime (hrs)
Anita More · Quality lead	Present	0
Rahul Deshmukh · Supervisor	Present	0
Sanjay Patil · Machine operator	Present	0

Save attendance

See one person's month. Click any name in the attendance grid to open their **month calendar** — each day marked present (P), half-day (H), or absent (A), plus overtime hours. Use **Previous / Next** to move between months (past months stay editable); click a day to change it. A month becomes read-only once its salary is finalized.

Per-employee month calendar

Lekha

Home

MONEY IN

Money to Receive
Receivables

Buyer Orders
Purchase Orders

Other Income
Misc money in

MONEY OUT

Money to Pay
Payables

Raw Material POs
Supplier orders

Job Work
Material out for processing

Attendance
Hazri

Salaries
Pagaar

Other Expense

STAFF · ATTENDANCE

Back to daily

Attendance calendar

Rajesh Kumar · Fitter

Previous

June 2026

Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 P	2 P · 2h	3 H	4 A	5 P	6
7	8 P · 1.5h	9 P	10 H	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Present 5 · Half day 2 · Absent 1 · Overtime 3.5h

Salary run — adjust, finalize, mark paid

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹ Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Credit / Debit Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

SALARIES

All months

Salary run

No run yet — start one below

Start a salary run

Pick a month. We total each person from their attendance and pay setup, then you can adjust before paying.

Month

01/07/2026

₹ Run salary

44

5.6 Other expense (Money Out → Other Expense)

For money out that isn't a supplier bill or salary — electricity, rent, repairs. Works exactly like Other Income: set **Date**, **Amount**, **Note**, click **Add**; **Edit/Delete** per row; running **Total** at the bottom.

Other Expense

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹ Money to Receive

Receivables

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Purchase Orders

Service / Job-work invoice

Subscription / SAC

Credit / Debit Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

Money to Pay

Other Expense

Money out that is not a supplier bill or salary — electricity, rent, repairs

Date

07/07/2026

Amount

Note

What was this for?

Add

Date	Note	Amount	
Nothing recorded yet.			

Total: ₹0

45

6. Stock (**Stock**)

Lekha tracks **how many** of each part you hold — updated automatically as documents move goods. It does not value stock or track recipes/consumption.

- **Stock** — on-hand quantity per part, with a **low-stock** alert and filters (All / Low stock / Raw material / Finished). Click **Adjust stock** to make a correction.
- Click a part to open **Stock detail** — its **On hand**, **Reorder level**, **Last movement**, the full **movement history**, and any **adjustments**.
- **Adjust stock** — choose **Reduce** (breakage / shortage) or **Increase** (found / count up), enter the **Quantity**, **Date**, a **Reason** (physical-count correction, breakage, shrinkage, other), and an optional **Note**, then click **Save adjustment**.

Stock on hand

[.] Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹ Money to Receive

Receivables

Buyer Orders

Purchase Orders

Service / Job-work invoice

Subscription / SAC

Inward Job Work

Job work received

Credit / Debit Notes

CDN

₹ Other Income

Misc money in

MONEY OUT

When you buy something, or

Stock

On-hand quantity per part, updated from document movements

🔔 1 part is at or below its reorder level. Show low

All parts Low stock Raw material Finished

Part	Type	In	Out	On hand	Status
Alloy fasteners set	Finished	12,000 NOS	0 NOS	9,000 NOS	in stock
Brake shoe mounting plate	Finished	5 NOS	0 NOS	18 NOS	low · reorder 25
Forged coupler clamp	Finished	0 NOS	0 NOS	0 NOS	in stock
Hot rolled steel plate	Finished	300 MT	0 MT	260 MT	in stock
Rail axle housing assembly	Finished	0 NOS	40 NOS	120 NOS	in stock

Stock detail — movements & adjustments

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹

Money to Receive

Receivables

📄

Buyer Orders

Purchase Orders

📄

Service / Job-work invoice

Subscription / SAC

📄

Credit / Debit Notes

CDN

₹

Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

📄

Money to Pay

STOCK

+ Adjust

Back

No stock record

Unit: Nos

On hand

0 Nos

Reorder level

—

Last movement

—

Date	Source	Type	Date	Reason
No movement history yet.			No adjustments yet.	

Adjust stock

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

₹

Money to Receive

Receivables

📄

Buyer Orders

Purchase Orders

📄

Service / Job-work invoice

Subscription / SAC

📄

Credit / Debit Notes

CDN

₹

Other Income

Misc money in

MONEY OUT

When you buy something, or someone works for you

📄

Money to Pay

STOCK

Adjust stock

Pick a part from Stock to adjust its on-hand quantity

No part is selected. Pick a part to adjust its on-hand quantity.

Pick a part

Choose a part...

Go to Stock

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7. Reports and exports ([Settings](#) → [Reports](#))

The **Reports** screen shows headline numbers — **Receivables**, **Payables**, **Salaries**, and **Cash position** — and gives you CSV exports for your CA: **Receivables aging export**, **Supplier dues export**, and **GSTR-1 export**. Click a button and the file downloads.

Reports & exports

Lekha

Search buyers, parts, bills

Home

MONEY IN

When you sell something, or do work for someone

Money to Receive

Receivables

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Inward Job Work

Job work received

Credit / Debit Notes

CDN

Other Income

Misc money in

MONEY OUT

When you buy something, or

Reports

Pick a period, then pull what your CA needs

This week

This month

This financial year

Custom

July 2026Net cash ₹0 · In ₹0 · Out ₹0

Money In

Money Out

GST

Paisa aana

Paisa dena

Output tax

Buyer

All buyers

AllPaidUnpaidOverdue

Sales billed

₹0

0 invoices in period

GST collected

₹0

Received

₹0

Other income ₹0

Still owed to me

₹10,51,420

Outstanding now

Sales register

Receivables aging

CDNR (credit/debit notes)

Invoice	Date	Buyer	Taxable	GST	Total	Status
Nothing in this period.						

8. What Lekha does not do (so you're never surprised)

- **It never moves money.** Every "payment" is a record of something you did in your bank/UPI/cash outside Lekha.
- **It is not your CA.** It records what you enter and does not decide your GST or e-invoice obligations — confirm those yourself.
- **For e-invoice (IRN) and e-way bill, Lekha is the messenger, not the portal.** It files through a licensed provider under your GSTIN; it never claims to be the government system.
- **Salaries are a total, not payroll.** No PF/ESI/TDS, no payslips, no filing, no disbursement.
- **Stock is a count, not a valuation.** No FIFO/weighted-average, no recipes/consumption, no per-part profit.
- **Other income/expense are simple records** to complete your cash picture — not a full chart of accounts or P&L.